Slide 1 - Welcome

Slide notes

Welcome to the Introduction to CM/ECF Electronic Learning Module.

This lesson is designed to give you a basic introduction to the U.S. Courts' Case Management/Electronic Case Files application.

Slide 2 - Navigation

Slide notes

These are the instructions for how to navigate through this lesson module. When you're ready, click the Start button to begin the lesson.

Slide 3 - Objectives

Slide notes

Here are the objectives for this lesson.

At the conclusion of this lesson module, you will be able to:

Login to the CM/ECF application.

Recognize the CM/ECF main menu options.

Obtain Help.

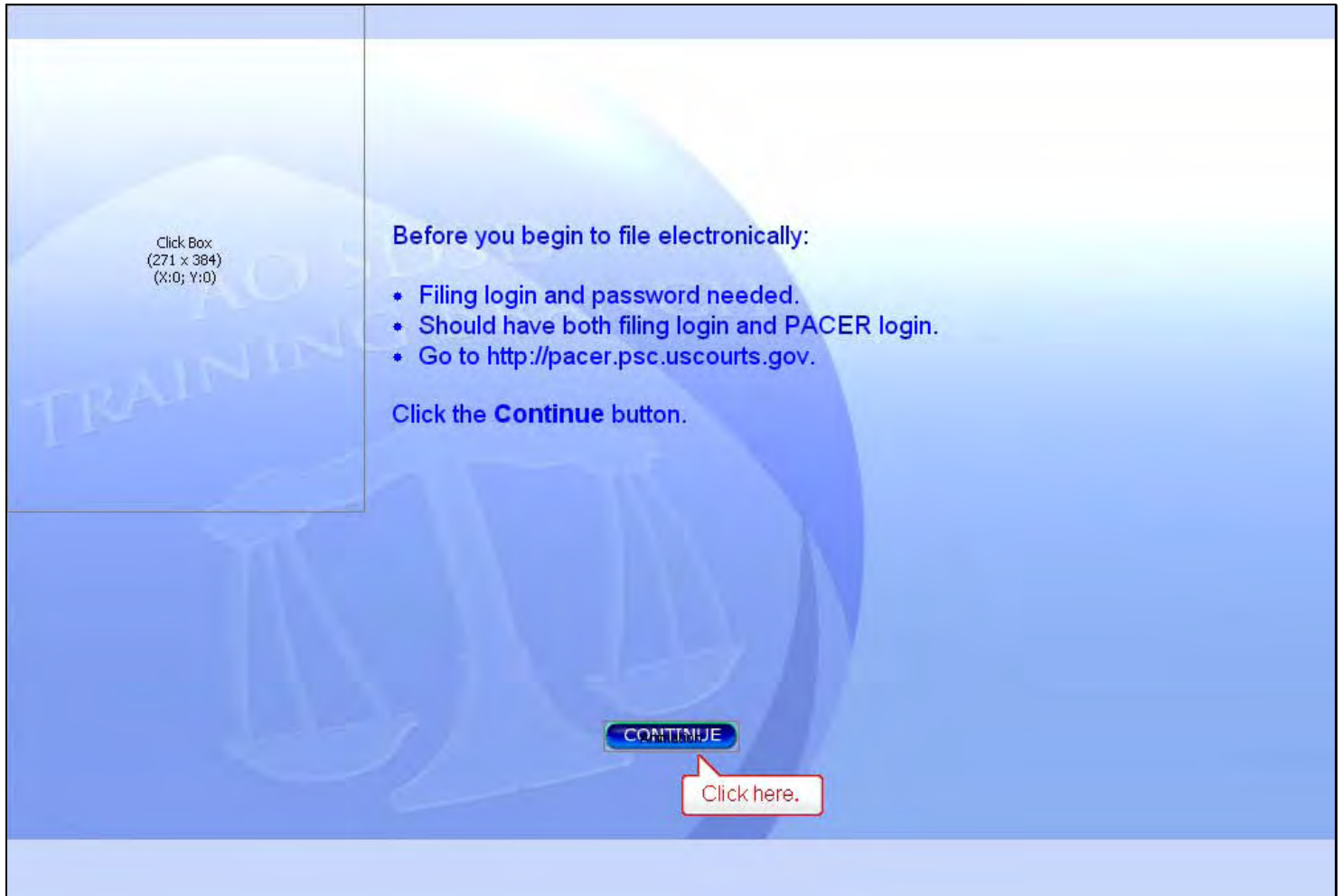Use Windows scroll bars.

Logout.

Click the Continue button.

Slide 4 - Filing Login

Slide notes

Before you login to CM/ECF let me mention that you need to obtain a filing login from the PACER Service Center in order to file electronically with the appellate courts. This filing login is in addition to any PACER account login you may already have. In order to fully use the appellate CM/ECF application, you should have both kinds of accounts. You can find the PACER Service Center's web site at http://pacer.psc.uscourts.gov.

Click the Continue button.

Slide 5 - Login Screen

Slide notes

In order to connect with the court's CM/ECF application, the first step is to enter the address of the system in your browser. You may want to consider bookmarking this address in your browser so you can access it easily.

The first screen you will see is the Appellate CM/ECF Login screen. On this screen you will enter your assigned Login and Password.

You may also optionally enter a Client Code. This code is to help you keep track of PACER charges for your various clients, but it can be left blank.

Both the login and password fields are case sensitive. This means you must enter them in upper or lower case exactly as they were assigned to you.

Let's begin a simulated login process. In the Login field, type "WernerC", then either press the TAB key or click in the Password field.

Slide 6 - Password

Slide notes

When you enter your password, CM/ECF will not display the characters you type but will disguise them.

Enter "Test2006" as your password, then press TAB or click in the Client Code field.

Slide 7 - Client Code

Slide notes

Now enter Cunningham as a client code, then either press the Enter key on your keyboard, or click the Login button.
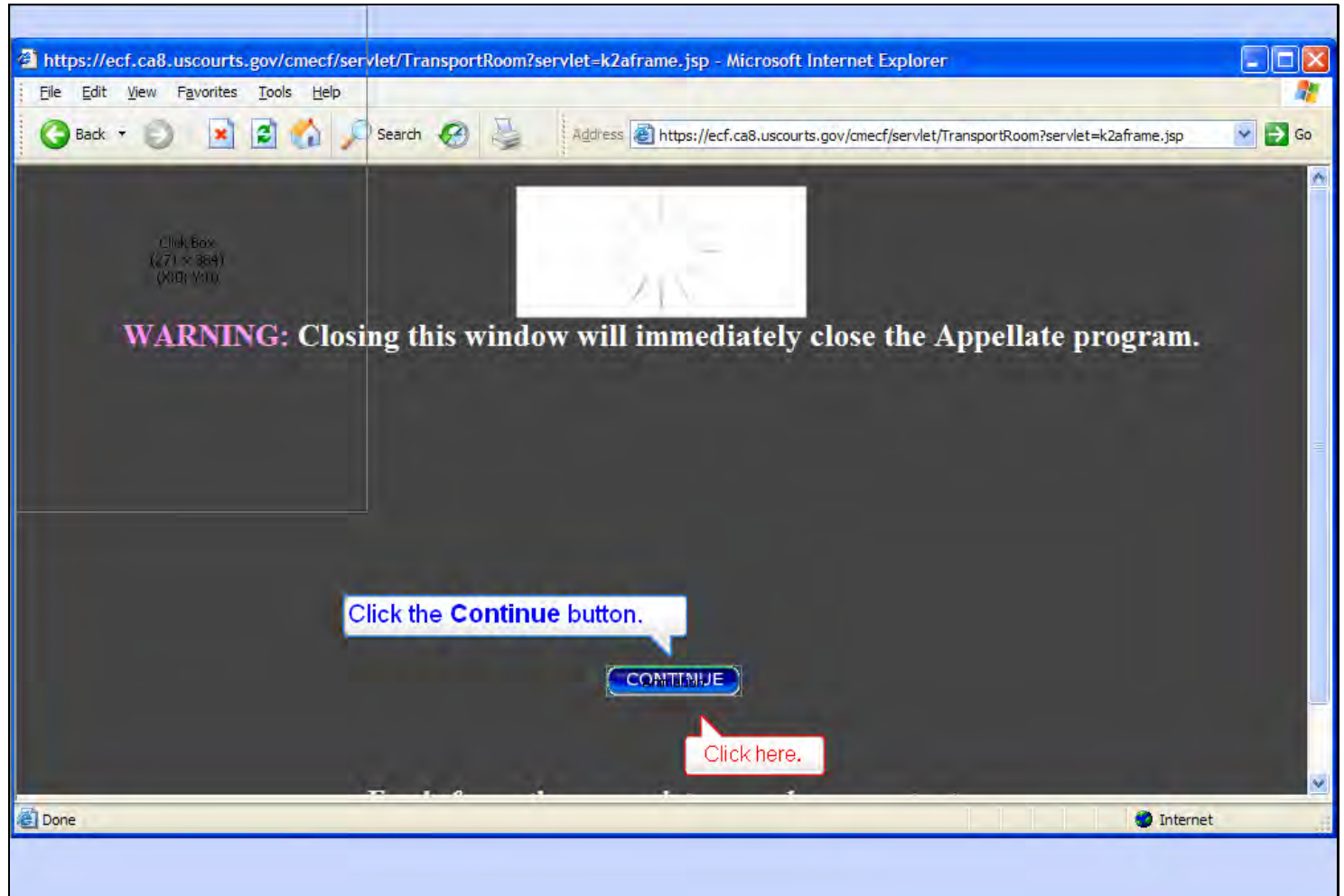
Slide 8 - Slide 8
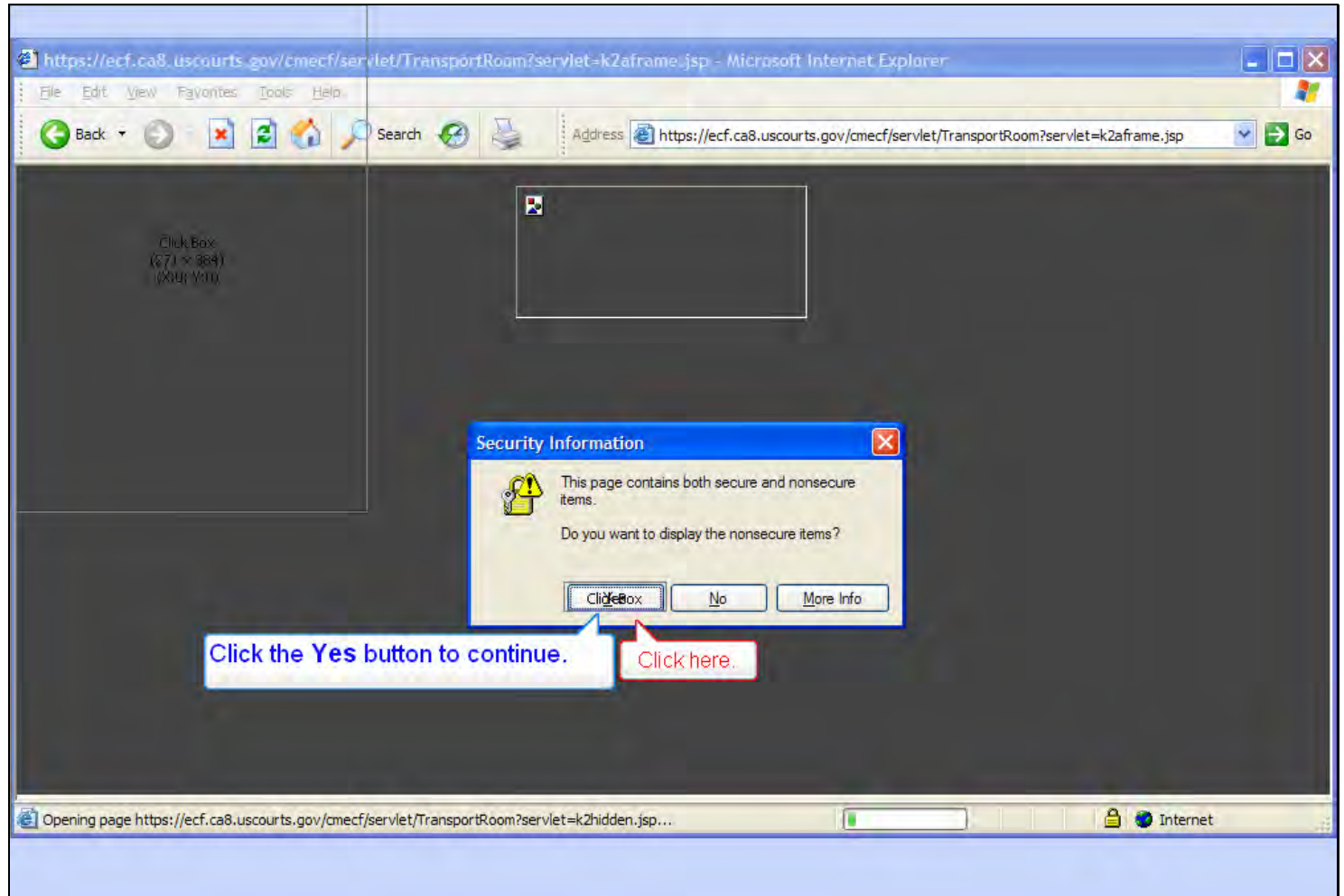
Slide notes

Your browser will show you a Security Information dialog box. Click the Yes button to continue.

**Slide 9 - Login 6**

Slide notes

Let's pause here for a moment. CM/ECF shows you a warning. When the program starts, two windows will be opened in your browser. This window will remain in the background, while a new window will open on top of it. The new window will be the one you use. This background window should not be closed until you're done with CM/ECF. If you do close it, it will close all the currently opened windows in the CM/ECF application.
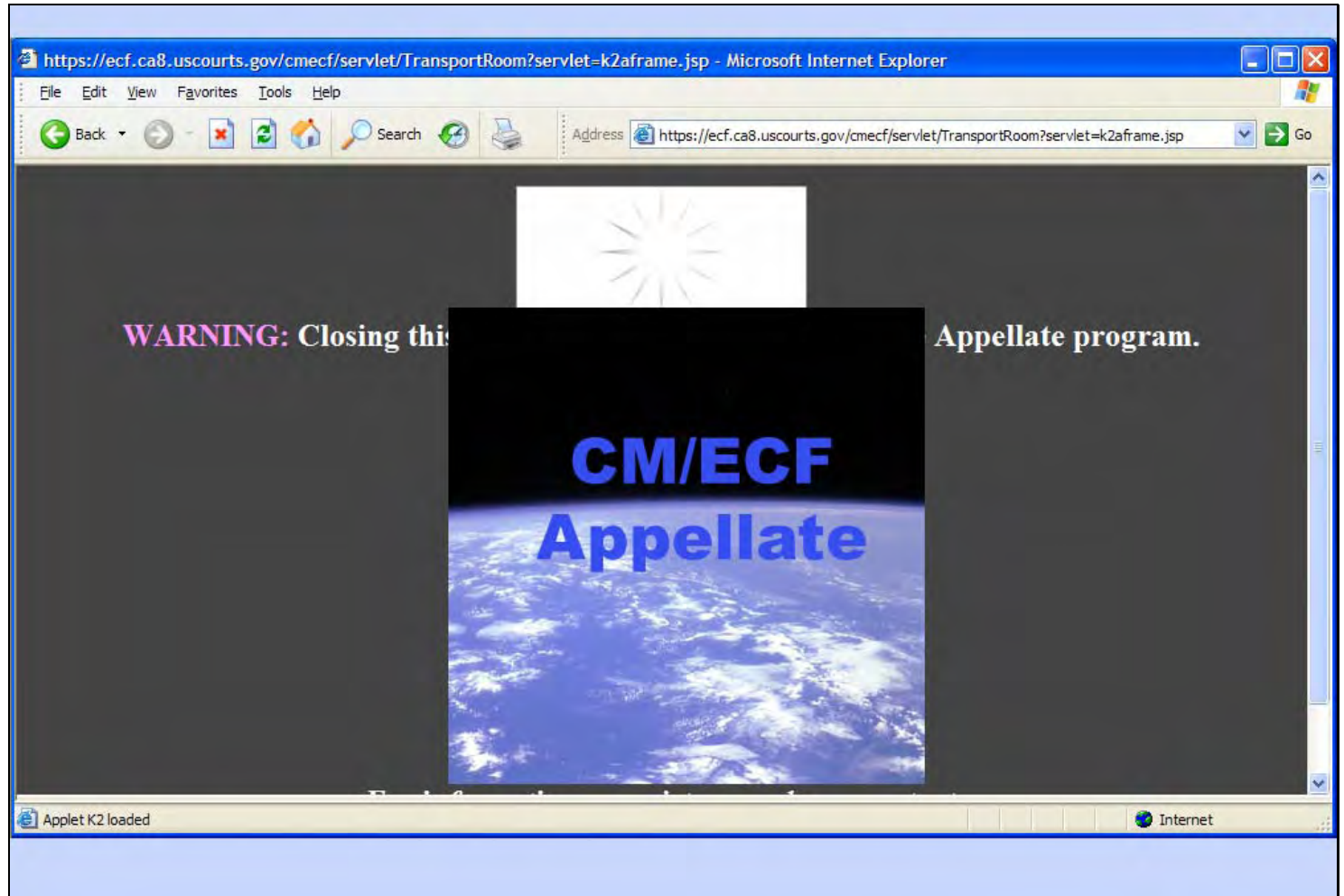

Click the Continue button to resume.

Slide 10 - Login 7
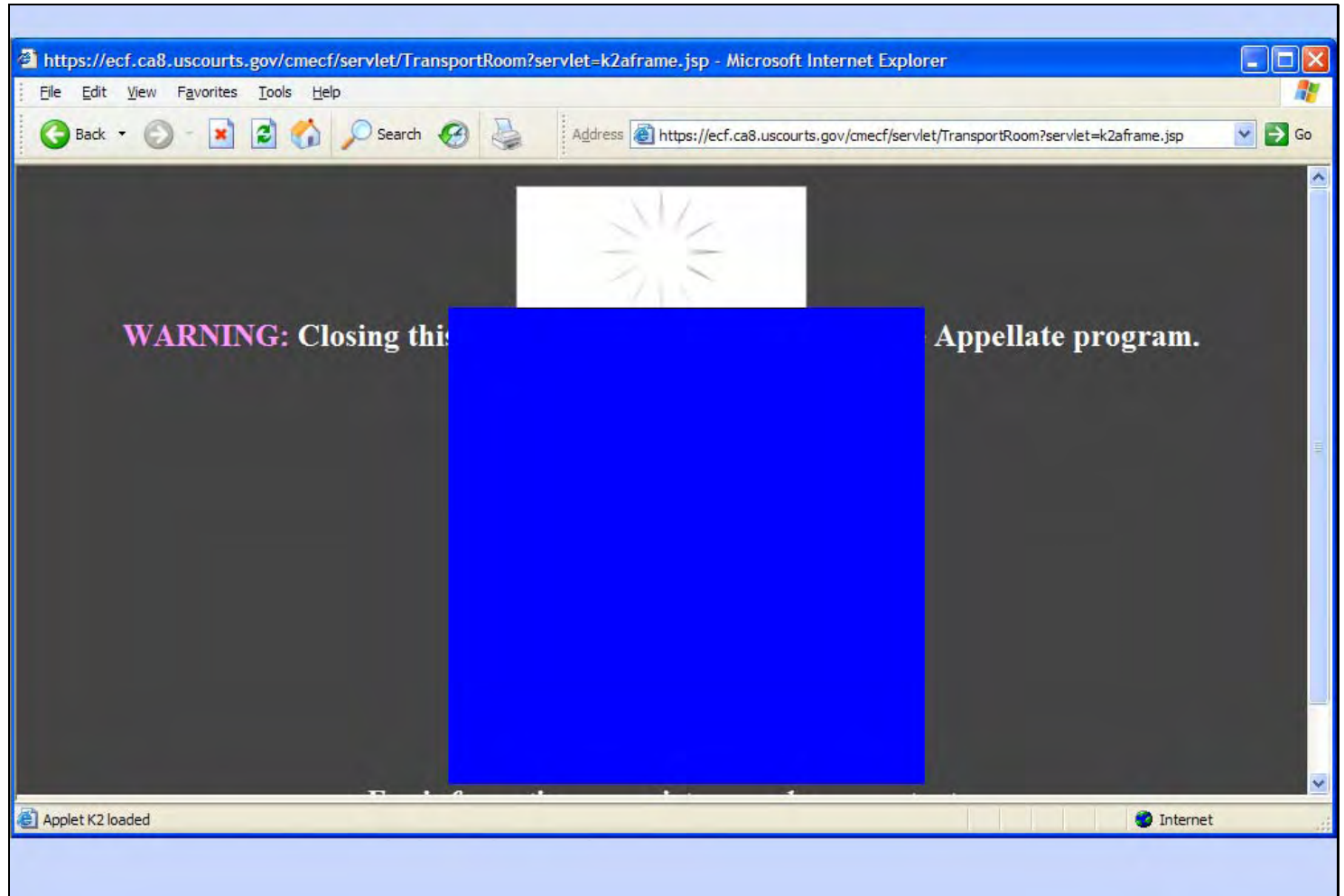
Slide notes

(Note: This is a transition slide)

Slide 11 - Login 8

Slide notes

(Note: This is a transition slide)

Slide 12 - Startup Page

Slide notes

And the Startup Page window opens.

This is the main window in CM/ECF. Let's take a quick tour of it.

Notice near the middle of the window your last login date and time are displayed.

In the upper right corner of the window are the normal Microsoft Windows controls to minimize, maximize, and close the window.

At the top left of the window is the main CM/ECF menu. These are the four options available to you. In this lesson, we will take a quick look at each of the menu items to see what they contain.

To use the main menu, click on the desired option. For example, click on Docketing in the menu.

Slide 13 - Docketing Menu

Slide notes

When you click a main menu option, a drop-down menu will appear. In this instance, the only further option is Docketing. We will explore Docketing in subsequent lesson modules.

For now, click Reports.

Slide 14 - Reports Menu

Slide notes

The menu shows PACER Report as its option. PACER stands for Public Access to Courts Electronic Records, and is managed by the PACER Service Center. Any reports you create will be subject to the PACER public access fee.

Refer to the lesson module on PACER Reports for more information about this.

Slide 15 - Help

Slide notes

CM/ECF also has help built in. To view it's help feature, click on Help in the menu.

Slide 16 - Help Menu

Slide notes

The Help menu has two items, Help and About CM/ECF.

Let's see what help is available first. From the drop-down menu, click Help.

Slide 17 - Slide 17
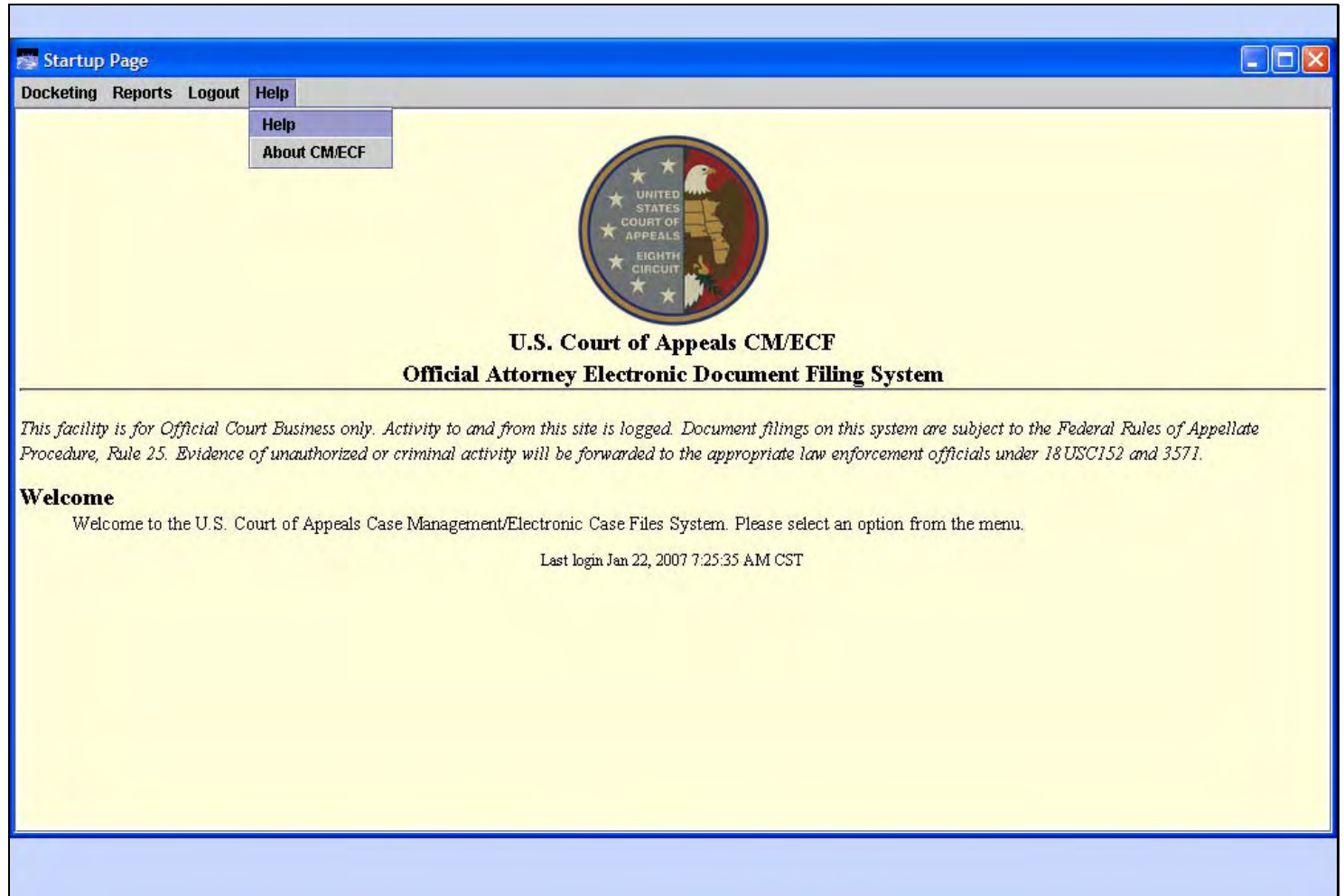
Slide notes

(Note: This is a transition slide)

Slide 18 - Help Table of Contents
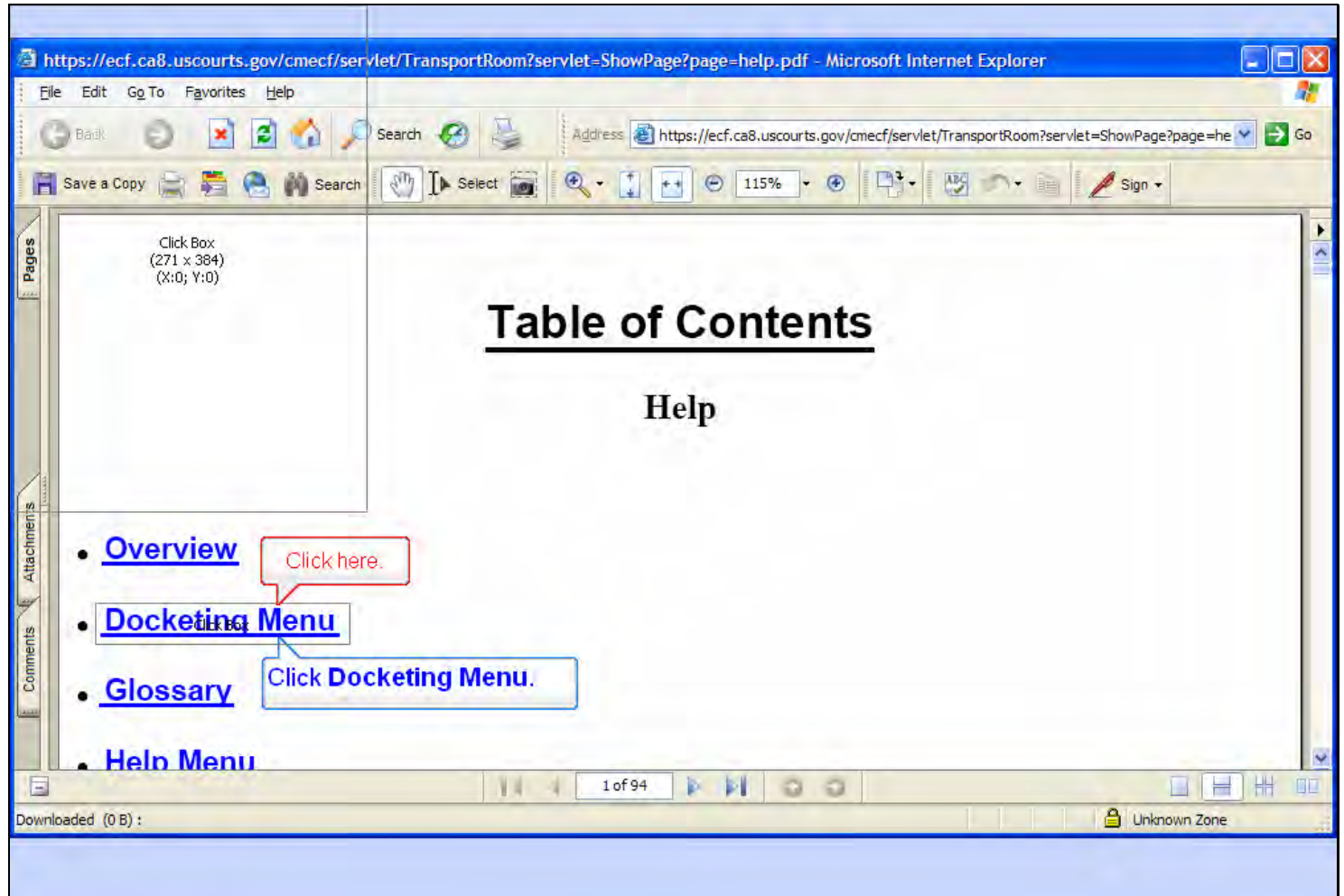
Slide notes

A help window opens. This is a multi-page document that explains the various options of CM/ECF. A table of contents is at the top. You can click on an item in the table of contents to jump to that part of the help window.

For example, click the hyperlink for Docketing Menu.

Slide 19 - Help 2
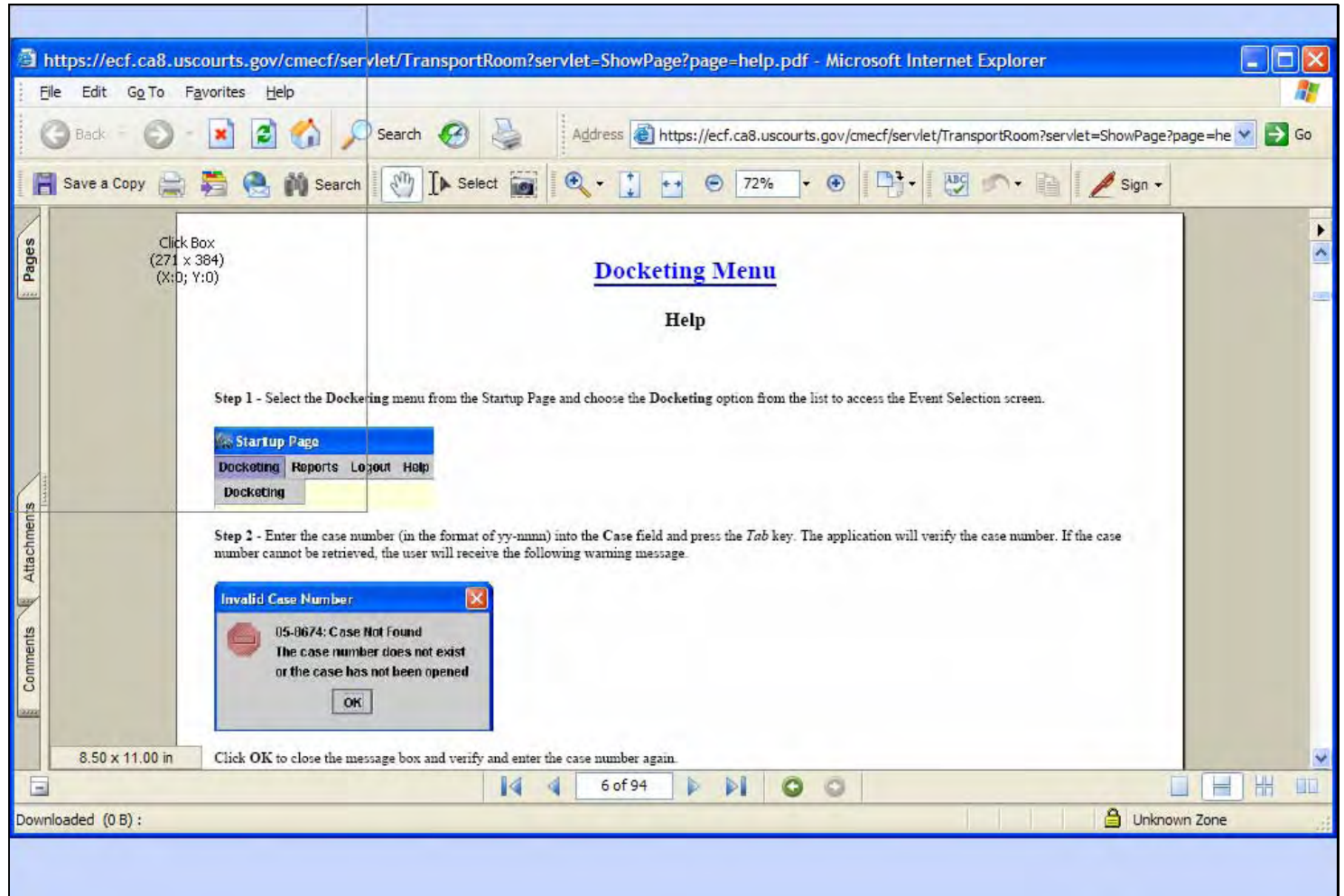
Slide notes

CM/ECF jumps down to the page that explains the Docketing Menu.

The Table of Contents at the top can help jump to specific topics, or you can scroll up and down through the help pages.

Slide 20 - Close Help
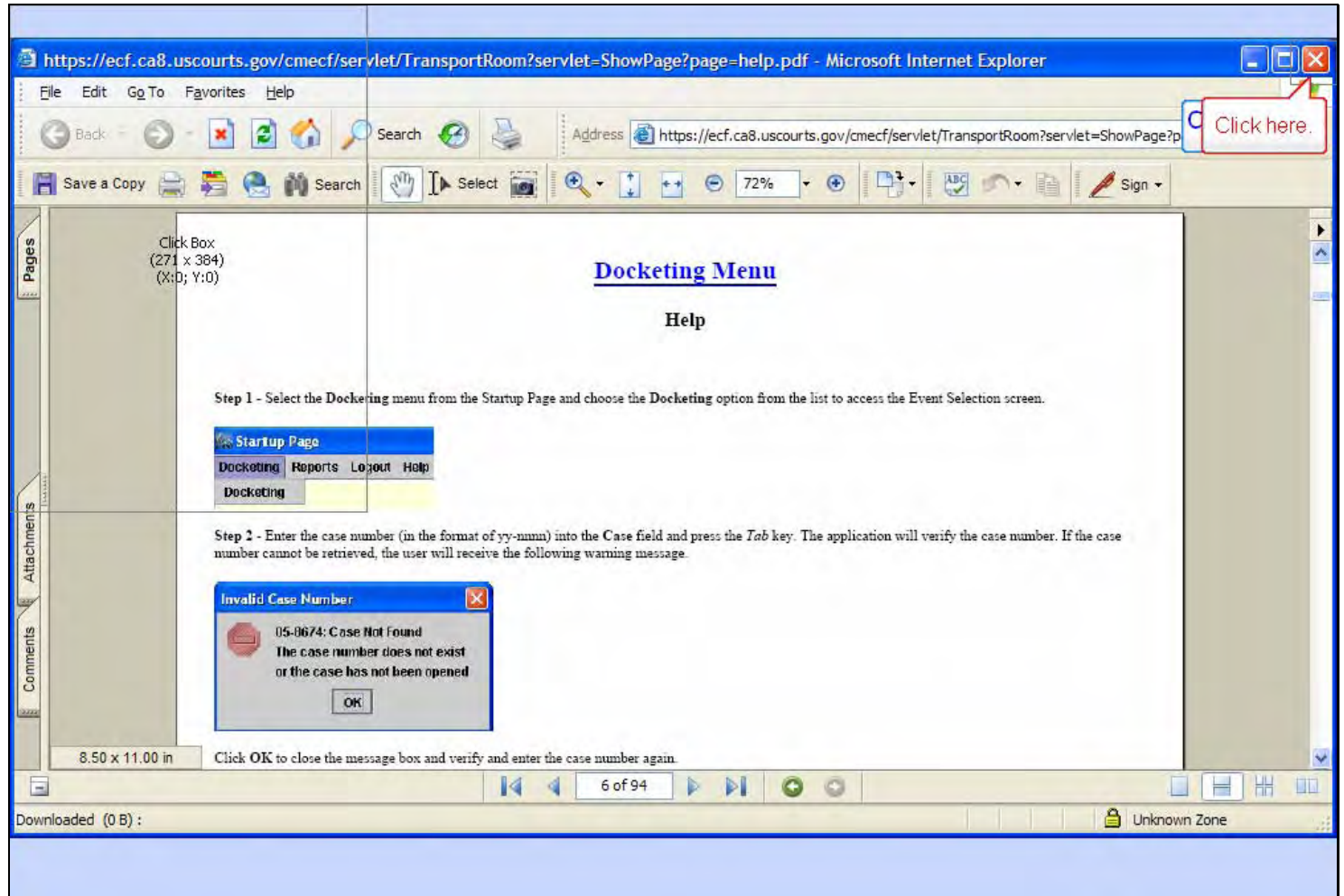
Slide notes

To close the Help window, click its close button in the upper right corner of the window.

Slide 21 - Scrolling

Slide notes

As you saw in the help window, and in most browser-based applications, scrolling is sometimes necessary. While we're here, let's discuss scrolling in more detail.

Slide 22 - Slide 22

Slide notes

Here is an example of a CM/ECF screen that has scroll bars.

There will be many occasions in CM/ECF where you need to scroll up or down, or left or right. Any time there is more information than will fit in the current window, CM/ECF will add scroll bars to the window or screen segment. These may be either horizontal or vertical, depending on the size of the window. These scroll bars are standard Windows controls.

To use the scroll bars, you would click the arrow in the scroll bar that points in the direction you want your view to move.

To scroll your view of this window down, click the down arrow at the bottom of the scroll bar.

Slide 23 - Slide 23

Slide notes

And your view has been scrolled down to the bottom of the window.

You'll see this particular screen again in the lesson on Filing an Appearance.

Now let's return to our tour of the CM/ECF main menu.

Slide 24 - Other Help Option

Slide notes

Let's look at the other option in the Help Menu. Click Help again.

Slide 25 - Slide 25

Slide notes

Now click About CM/ECF.

Slide 26 - About

Slide notes

(Note: This is a transition slide)

Slide 27 - Slide 27

Slide notes

CM/ECF pops up a window which shows you the current version of the CM/ECF application.

Close the window by clicking OK.

Slide 28 - Logout

Slide notes

And that was a quick tour of the CM/ECF menu. The only option left is Logout.

You should always remember to log out when you're done. To do so, click Logout in the menu.

Slide 29 - Logout Menu

Slide notes

Now click Logout CM/ECF.

Slide 30 - Slide 30

Slide notes

(Note: This is a transition slide)

Slide 31 - Logout OK

Slide notes

Confirm you want to logout by clicking Yes.

Slide 32 - Summary

Slide notes

This concludes the Introduction to CM/ECF lesson module.

You should now be able to:

Login to the application.

Recognize the CM/ECF Main Menu options.

Obtain Help.

Use Windows scroll bars.

Logout.

You may close this lesson's window by clicking its close button or by selecting Exit the Lesson from the menu, or you may use the playback controls to return to any desired section of the lesson.

Slide 33 - Exit

Slide notes

Goodbye

Slide 1 - Welcome

Slide notes

Welcome to the PACER Report Electronic Learning Module.

This lesson is designed to give you an overview of the PACER Report options in CM/ECF.

Slide 2 - Navigation

Slide notes

Here are the navigation instructions for this lesson module. After you have read them, click the Start button to begin the lesson.

Slide 3 - Objectives

Slide notes

Here are the objectives for this lesson.

At the conclusion of this lesson module, you will be able to:

Start the PACER Report option.

Search for a specific case number.

View basic case information.

View a docket report for a case.

Describe the Advanced Search features.

Perform a Case Query.

Navigate the PACER related functions.

Click the Continue button.

Slide 4 - Slide 4

Slide notes

To begin, click Reports in the CM/ECF main menu.

Slide 5 - PACER Report

Slide notes

Now click on PACER Report.

Slide 6 - Case Search Page

Slide notes

The Case Search Page appears.

The primary purpose of this Case Search Page is to locate information about a case by entering a case number, a range of case numbers, or by entering the name of a party or attorney on a case. We'll look at the Advanced Search options later. To see how the basic search works, enter "62-1100" in the Case Number field, then click the Search button.

Slide 7 - Slide 7

Slide notes

If the case number you entered is valid, basic information about the case is displayed.

At the top of the Case Selection Table, the case number and title are shown. Multiple cases would be listed if you had searched for a range of case numbers, or perhaps for a party or attorney name.

Also shown for each case are the case opening date, the date the last docket entry was made, and the originating case number.

Notice at the bottom is the PACER Service Center Transaction Receipt showing your PACER cost. Also notice the client code you entered when you logged in is included in the receipt.

As the screen indicates, you can click on the case number to get a case summary, on the short title to get case query options, and on the originating case number to get a summary for the originating case.

Click on case number 62-1100 to get a Case summary.

Slide 8 - Case Summary

Slide notes

CM/ECF Shows you the general docket for the summary of this case. The general docket consists of basic information about the case, including originating case information, plus the last few docket entries, limited so that the summary is only one page long. Notice the button at the top that would allow you to view the full docket for this case. PACER fees are computed before you view it. We'll take a look at it later.

In order to see the rest of the general docket, click the down arrow on the scroll bar.

Slide 9 - View Document

Slide notes

The rest of the docket is displayed. The PACER Service Center transaction receipt is at the bottom.

In this sample case, note that there are icons that look like documents next to each of the docket entries. While these will not appear for every docket entry, if they do appear, they indicate a document was filed with the court for that docket entry. To view the document, you would click on the icon.

By the way, for security reasons some documents may not be available for you. In those instances, the icon would appear as a lock rather than a document.

Click on the icon for the next to last docket entry.

Slide 10 - Slide 10
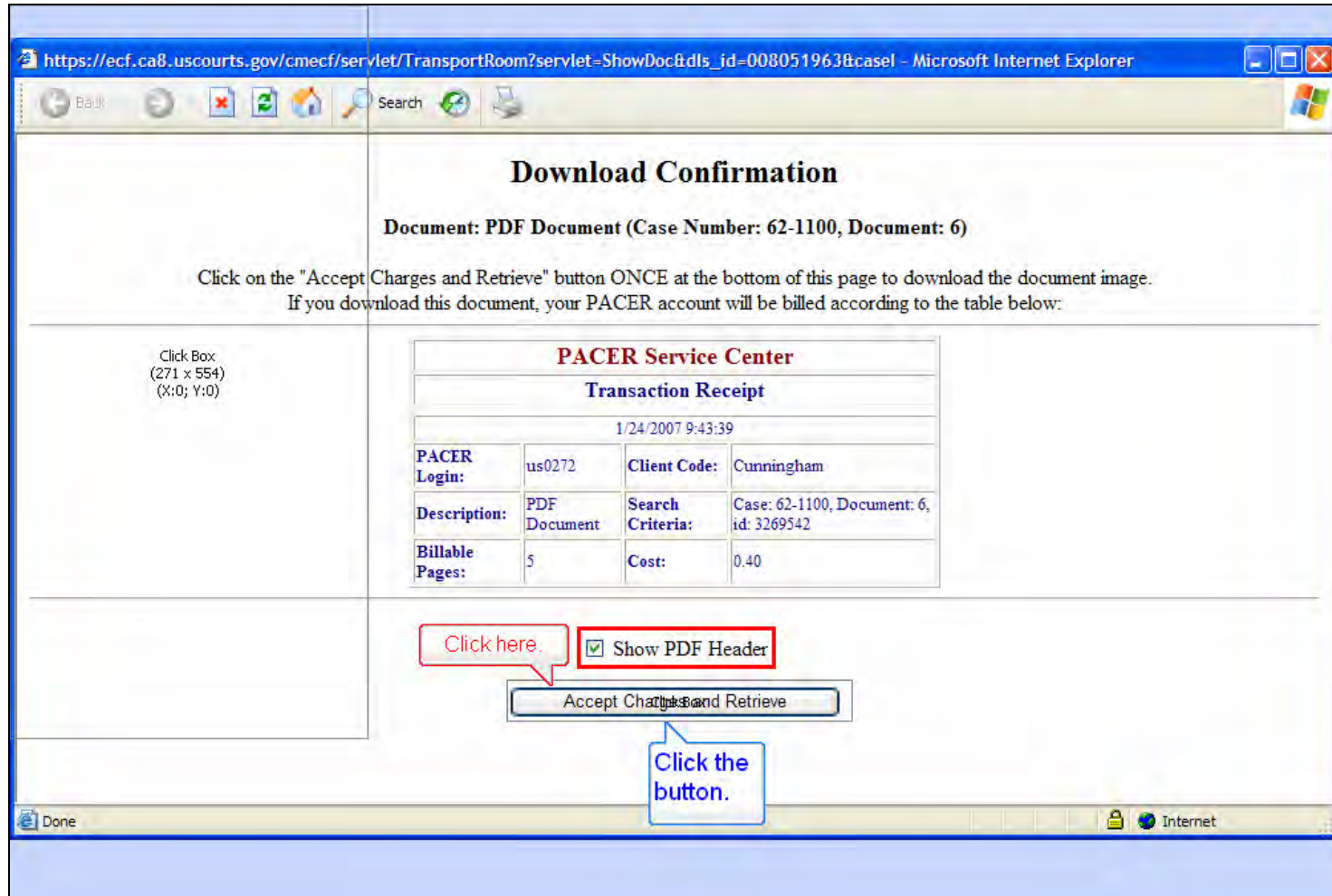
Slide notes

A Download Confirmation page will open. You should note the number of pages in the document, and what the cost will be to your PACER account.

Also notice the check box for Show PDF Header. If you leave this check box checked, the document you view will have a header at the top of each page. This header will include things like the case number, the page number, and the date filed. If you don't want that information at the top of each page, you would click the check box to uncheck it.

Click the button to accept the charges and retrieve the document.

Slide 11 - Slide 11
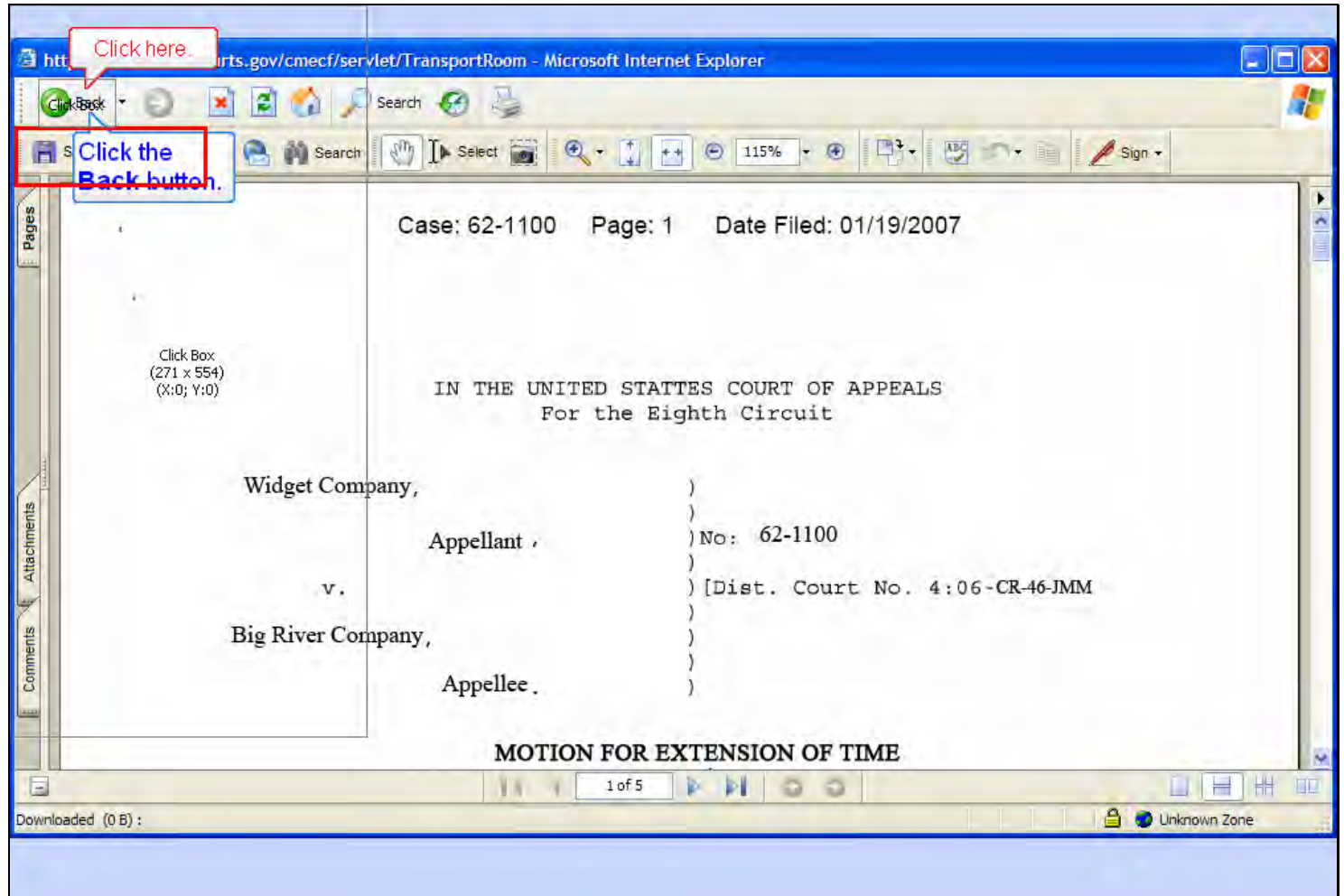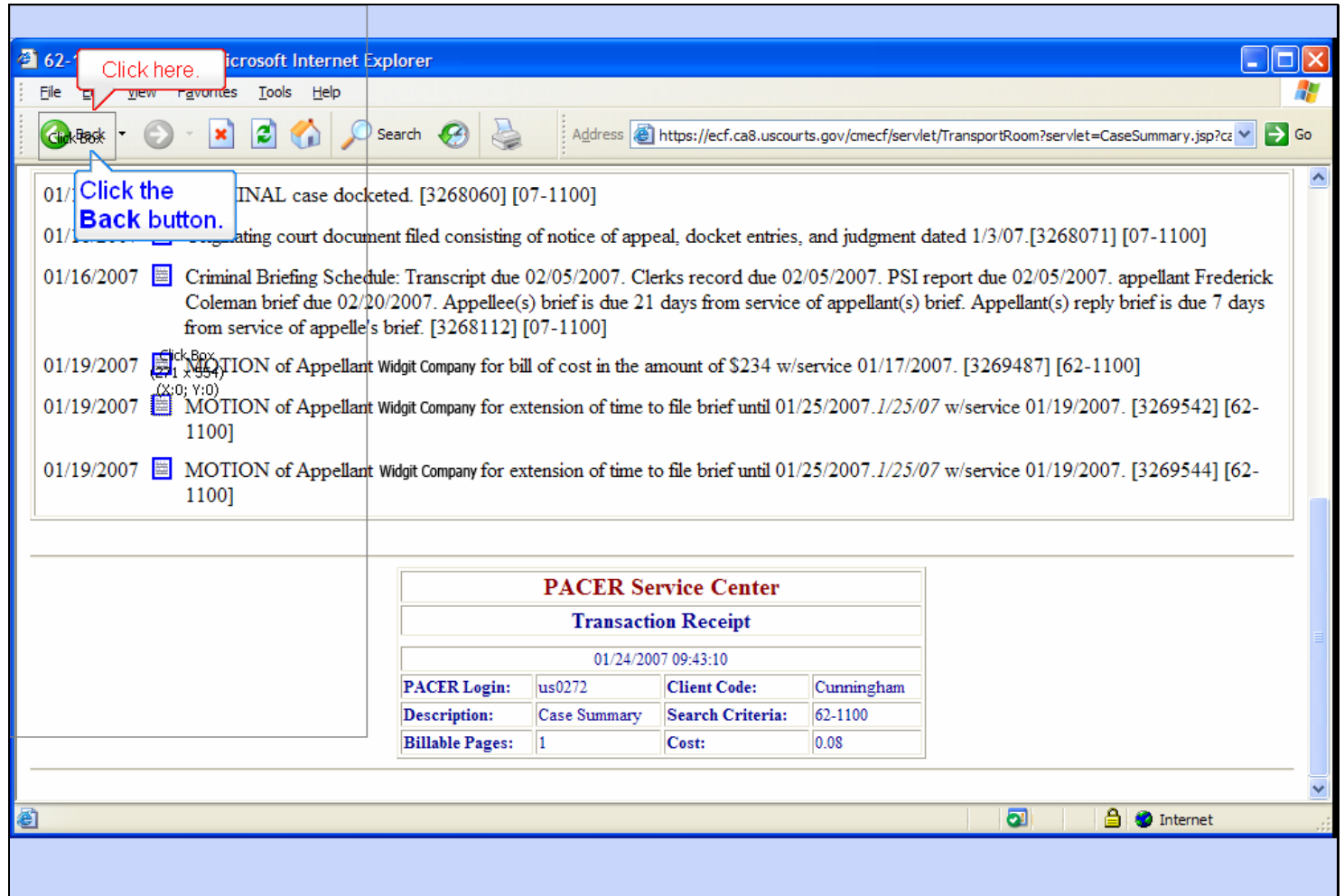
Slide notes

CM/ECF now shows you the PDF document. This document may appear either in a separate window, or in the same browser window. In this example, the document is in the same browser window.

Notice at the top are options to save or print a copy of this document.

In order to return to the docket sheet, click the Back button in the browser's tool bar.

Slide 12 - Slide 12

Slide notes

And now you're back to the docket sheet. Click the Back button again to back up one more screen.

Slide 13 - Slide 13

Slide notes

And now you're back to the Case Selection Table.

Now we'll take a look at the Full Docket report. Click the hyperlink for the case number again.

Slide 14 - Full Docket

Slide notes

At the top of the case summary is a button for viewing the full docket report. Click the button for Full Docket.

Slide 15 - Slide 15
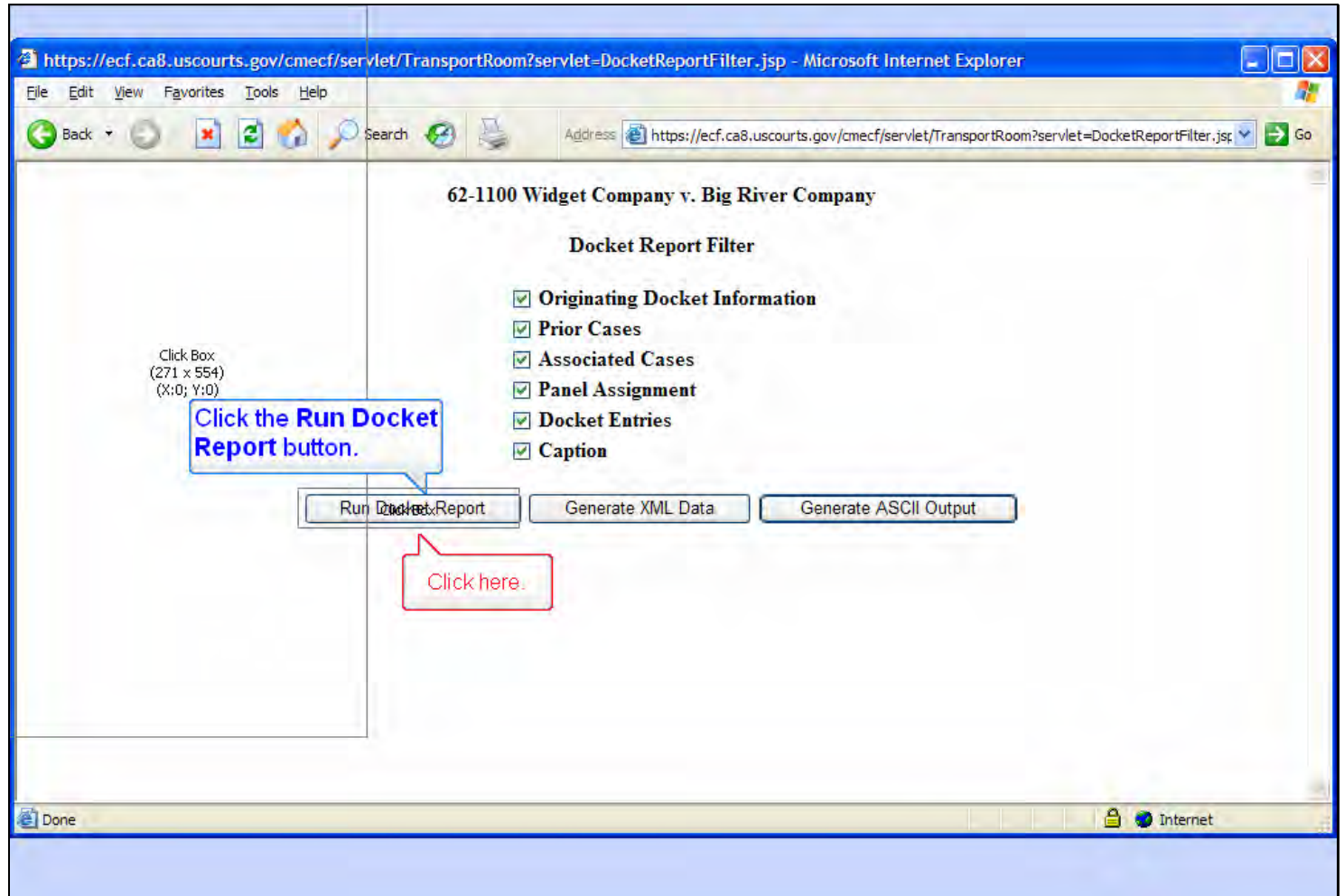
Slide notes

The Docket Report Filter page allows you to select what parts of the docket report you want to include. You would check the items you want to include and un-check the items you don't want.

We'll leave all items selected. Click the Run Docket Report button.

Slide 16 - Slide 16

Slide notes

CM/ECF produces a full docket report for the selected case with the options you checked. Scroll down the page.

Slide 17 - Slide 17

Slide notes

Information about Prior and Associated cases is included. Also included is the complete case caption.

Scroll down some more.

Slide 18 - Slide 18

Slide notes

All docket entries for the case are included in the full docket report.

Click the browser's back button to return to the Case Search Page.

Slide 19 - Slide 19

Slide notes

Click Back one more time.

Slide 20 - Slide 20

Slide notes

Now click the hyperlink for Case Search.

Slide 21 - Advanced Search
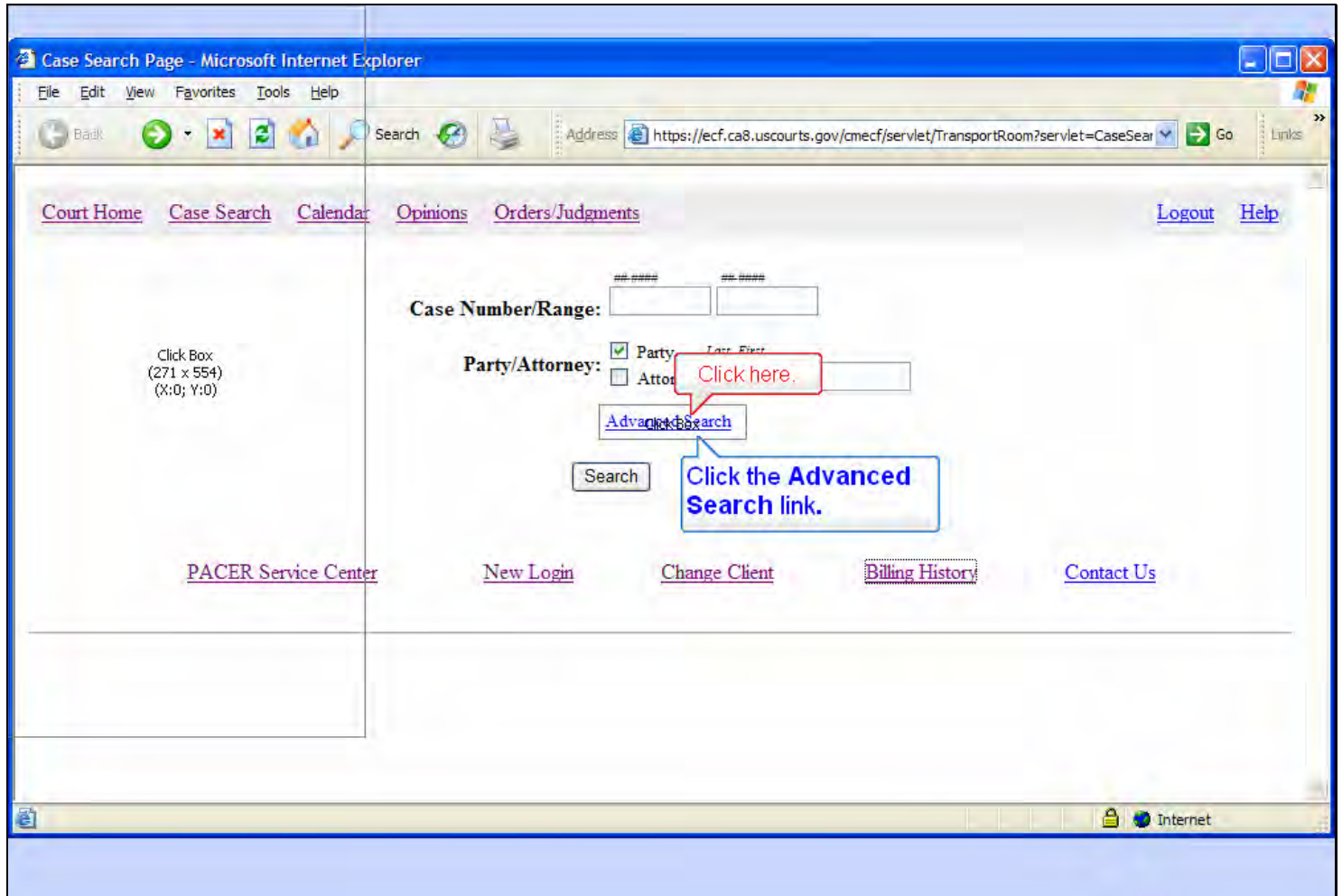
Slide notes

Now let's explore the Advanced Search features. Click on Advanced Search.

Slide 22 - Slide 22

Slide notes

The advanced search options allow you to locate a case using additional search criteria. For example, you can search for cases by case types, origin, filed dates in a date range, closed dates in a date range, and by nature of suit.

Scroll down.

Slide 23 - Slide 23

Slide notes

The other advanced options include the ability to sort the cases selected by either case number or filed date in either ascending or descending order. You can further specify whether you want open cases only, closed cases only, or both.

We'll not perform another search in this lesson.

Click the Back button.

Slide 24 - Slide 24

Slide notes

Now we'll take a look at the Case Query features. Enter case number 62-1100 and click Search again.

Slide 25 - Case Query

Slide notes

Remember you can click the Short Title for the case to get a Case Query. Click the hyperlink for the Short Title.

Slide 26 - Slide 26

Slide notes

The case query page shows various pieces of information about your selected case. At the top of the page is information about any associated cases. This case has none.

Next is information about the originating cases. For our case it displays information about the court reporters and the judge in the originating case, plus the date it was filed, the date the Judgment was entered, and the date the notice of appeal was filed.

The parties are also listed, along with their party types and their attorneys. If the party were terminated, the date of termination would also appear.

There are hyperlinks for the originating case and for the parties. If you clicked the hyperlink for the originating case, you would be allowed to query that case. If you clicked the hyperlink for one of the parties, you would be able to obtain a case summary or case query for each of the cases to which they were a party.

Scroll down the page.

Slide 27 - Slide 27

Slide notes

The attorneys are listed near the bottom of the page. If you click an attorney's name, you would get a case selection table that would allow you to obtain a case summary or case query for each of the cases to which that attorney is linked.

Click the browser's Back button.

Slide 28 - Slide 28

Slide notes

Click the Case Search hyperlink.

Slide 29 - PACER Related Functions
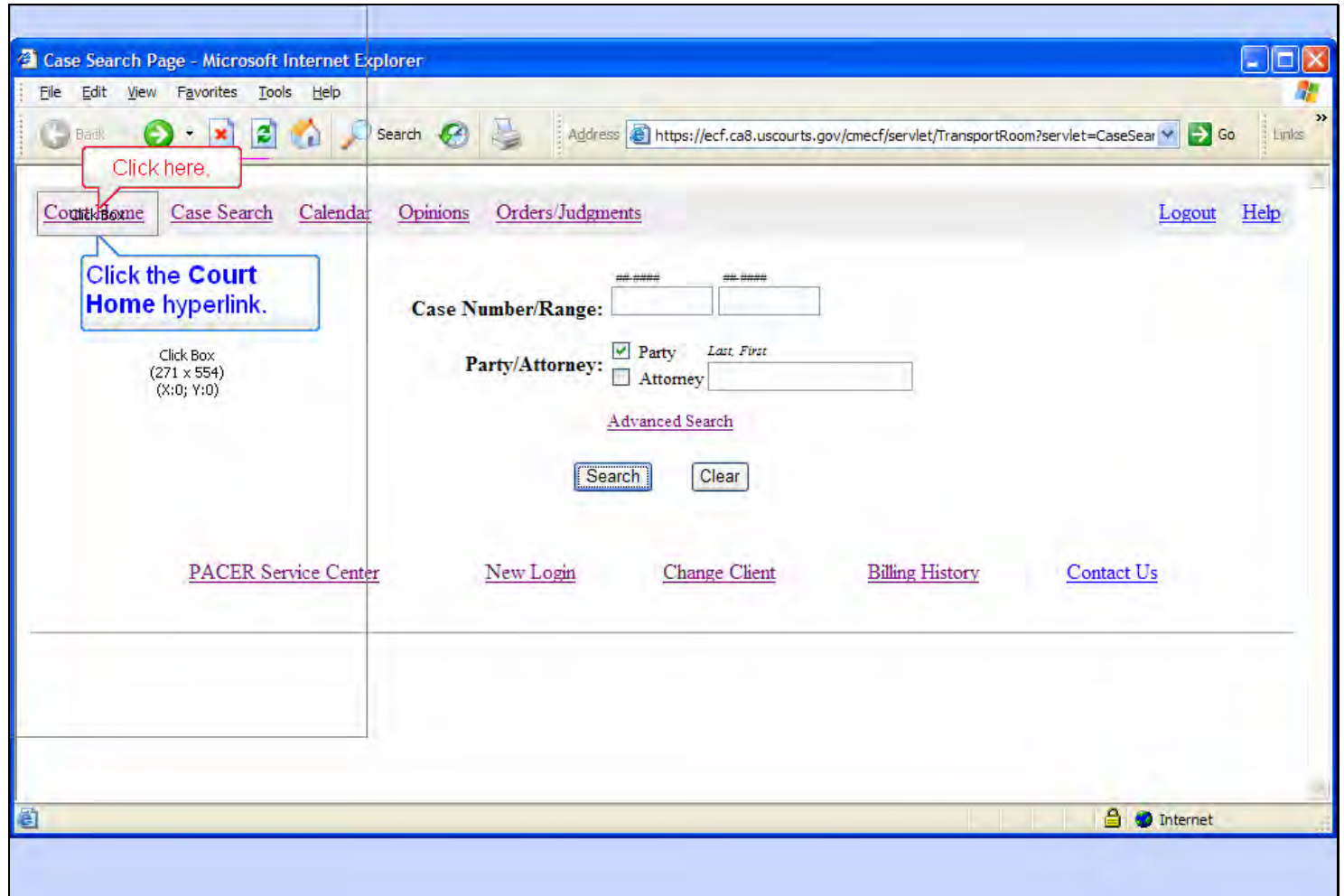
Slide notes

And we're back to the Case Search Page.

The Case Search Page is also the primary page for all PACER related functions. The page has several hyperlinks. We'll explore several of them in this lesson.

To begin, click the hyperlink for Court Home.

Slide 30 - Court Home

Slide notes

Your browser displays the home page for the U.S. Court of Appeals for the Eighth Circuit.

To return to the Case Search Page, click the browser's Back button.

Slide 31 - Slide 31
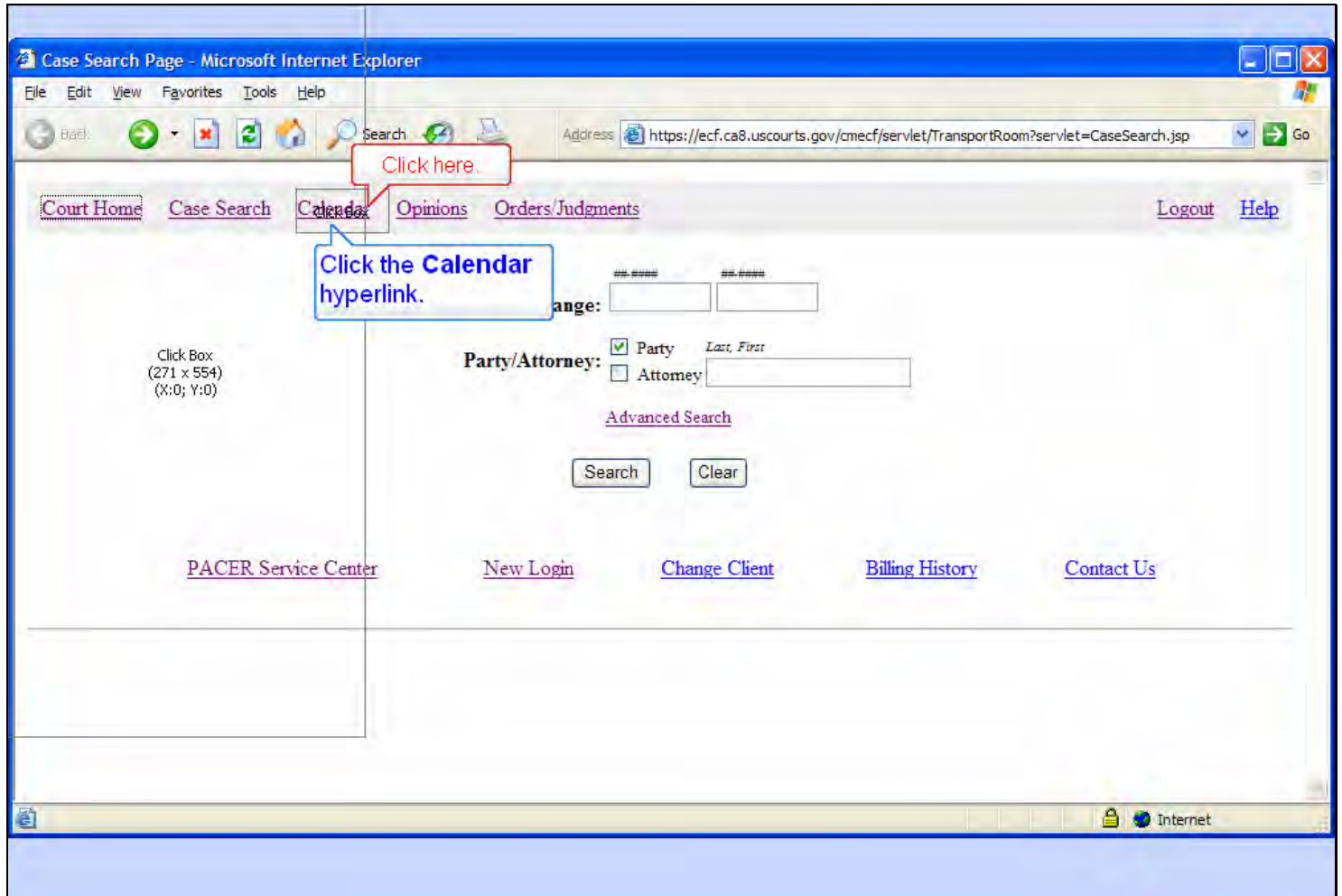
Slide notes

Next, click the Calendar hyperlink.

Slide 32 - Court Calendar
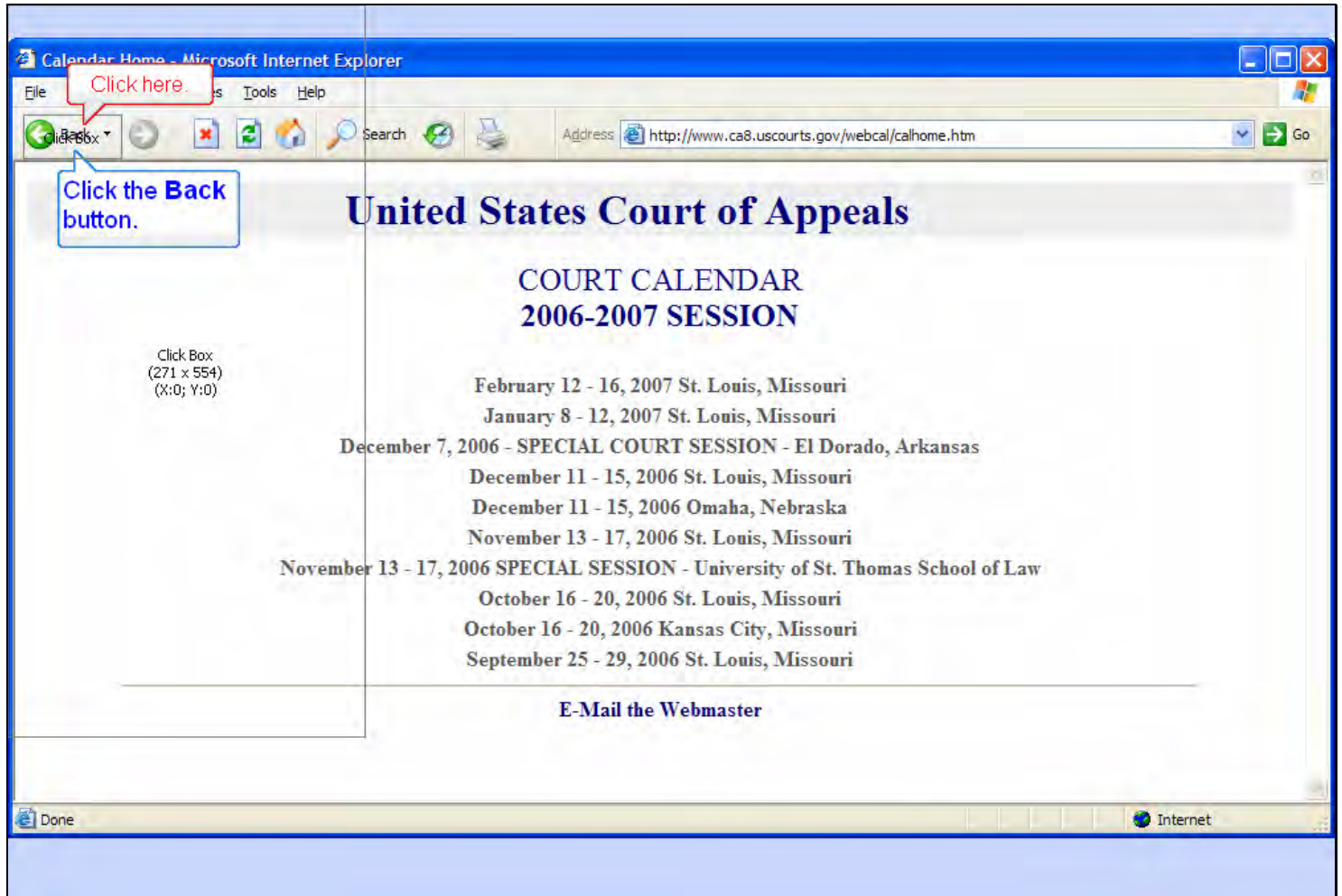
Slide notes

Your browser now shows you the court calendar for the Eighth Circuit.

Click the Back button to return to the Case Search Page.

Slide 33 - Slide 33
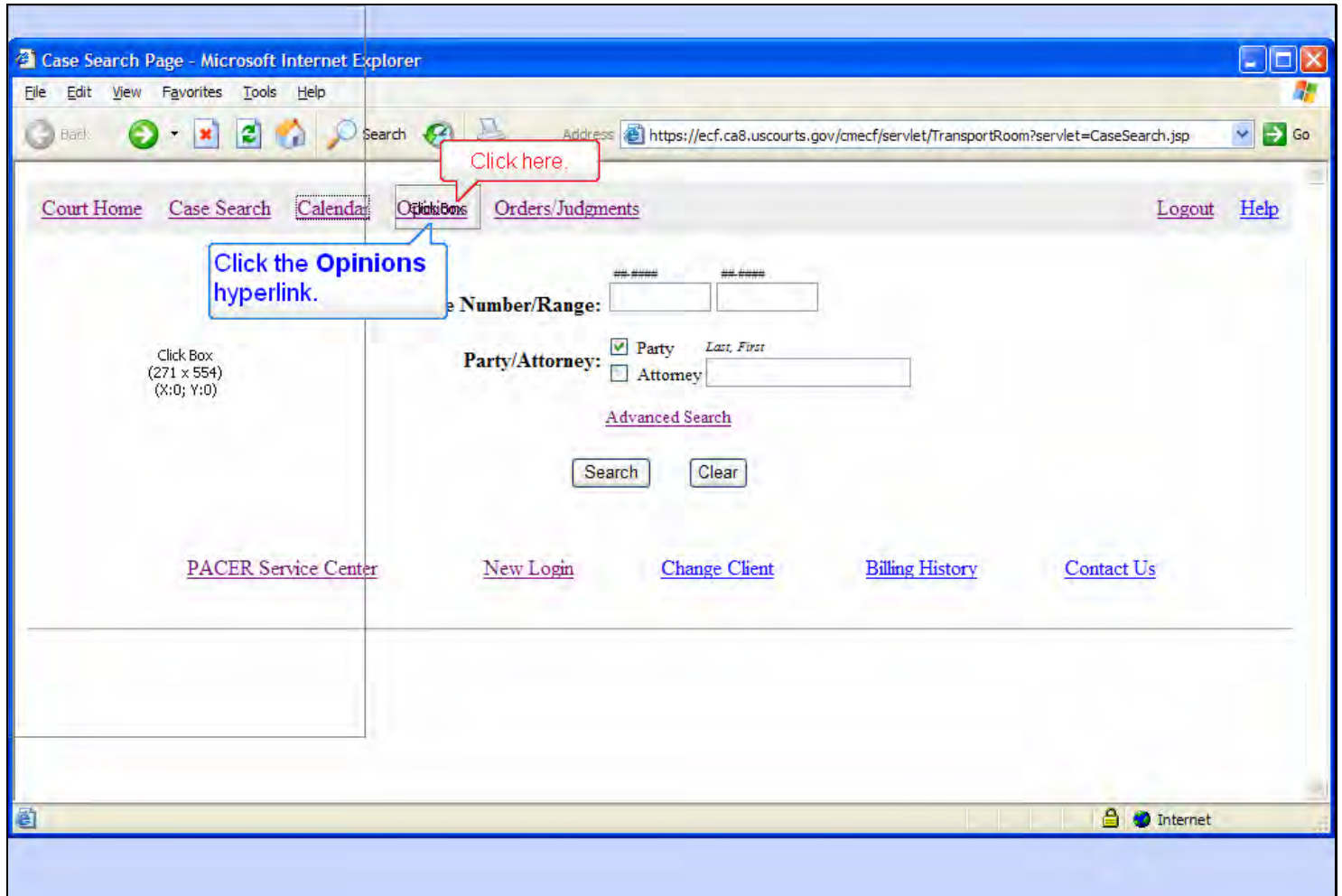
Slide notes

The Case Search Page also has a hyperlink for Opinions. Click that hyperlink.

Slide 34 - Opinions
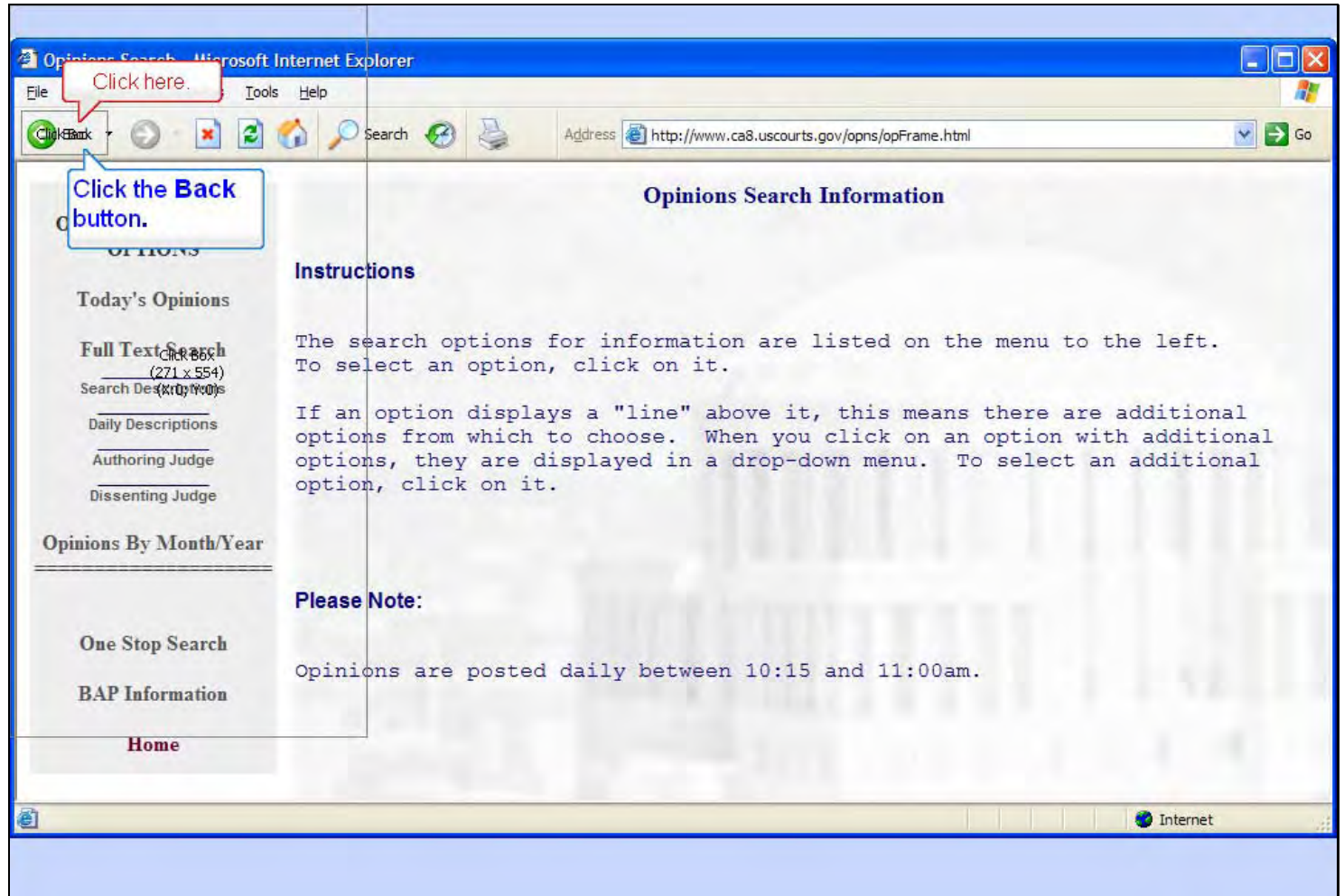
Slide notes

You're taken to the Eighth Circuit's Opinions Search page. You can use this page to search for opinions that have been posted on their web site.

Click the Back button to return to the Case Search Page.

Slide 35 - Slide 35
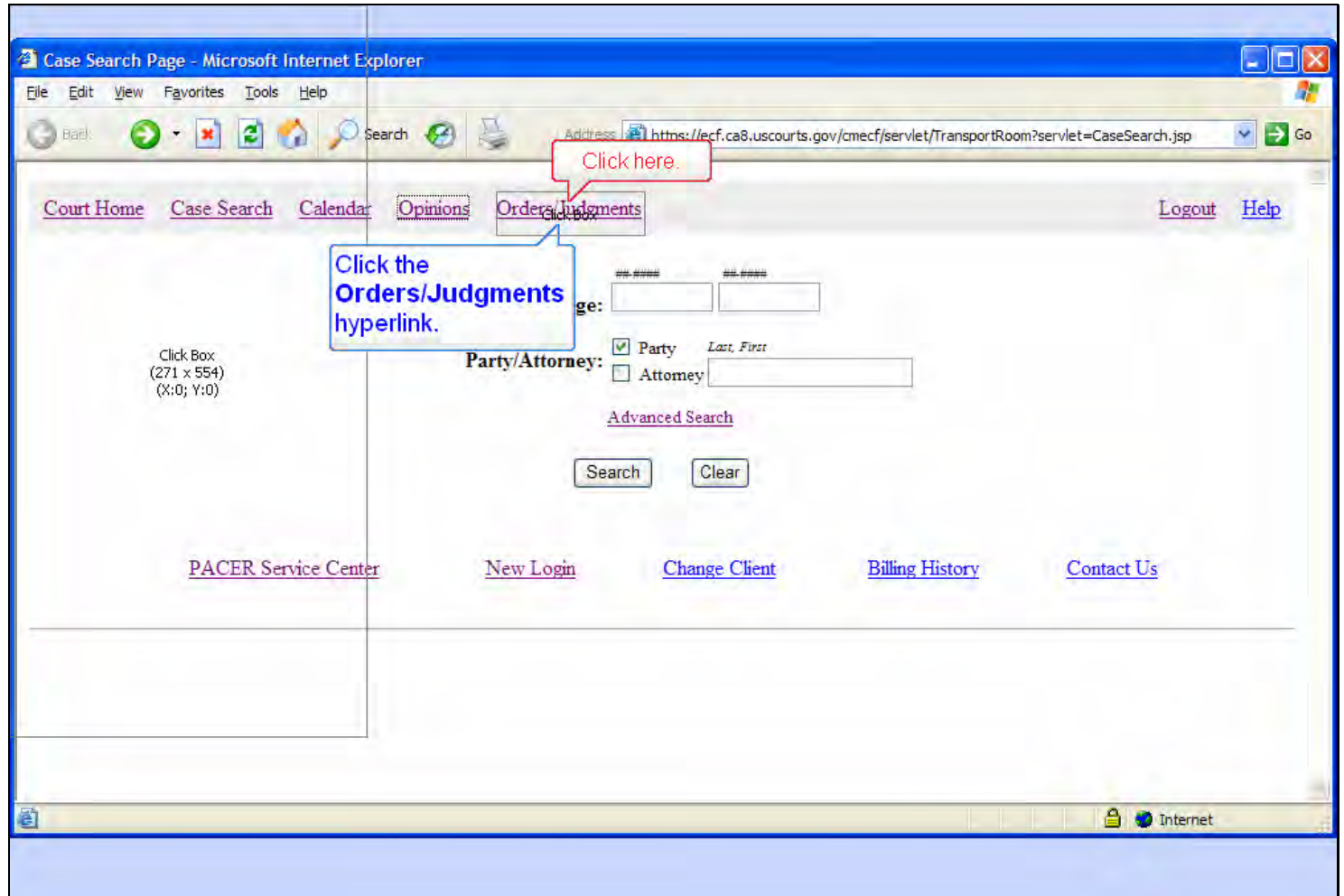
Slide notes

Now try the Orders/Judgments hyperlink.

Slide 36 - Orders/Judgments

Slide notes

The Orders/Judgments and Opinions page allows you to search for these things using various search criteria.

Scroll down to see the other search criteria options.

Slide 37 - Slide 37
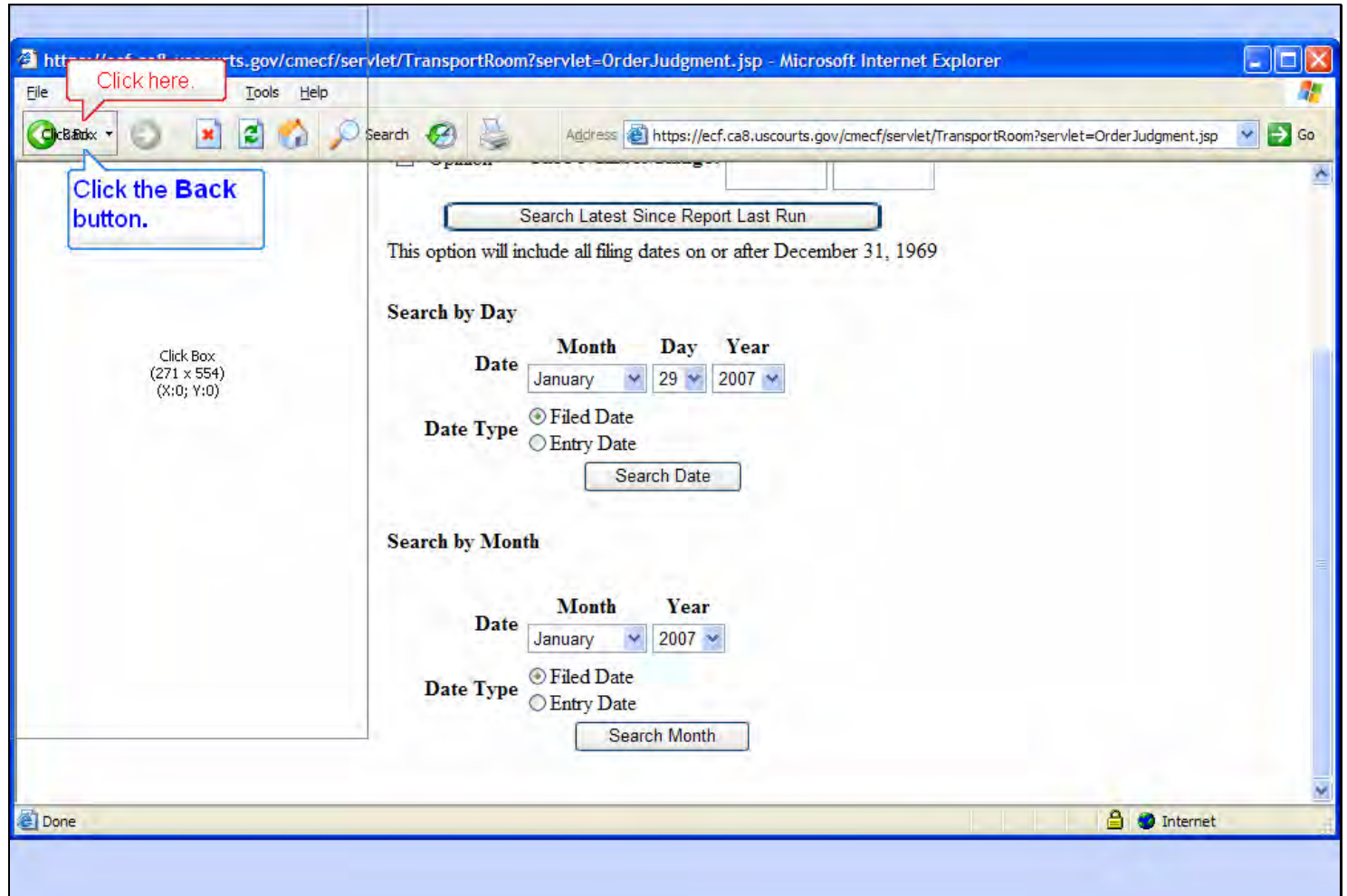
Slide notes

Click the Back button to return to the Case Search Page.

Slide 38 - Slide 38
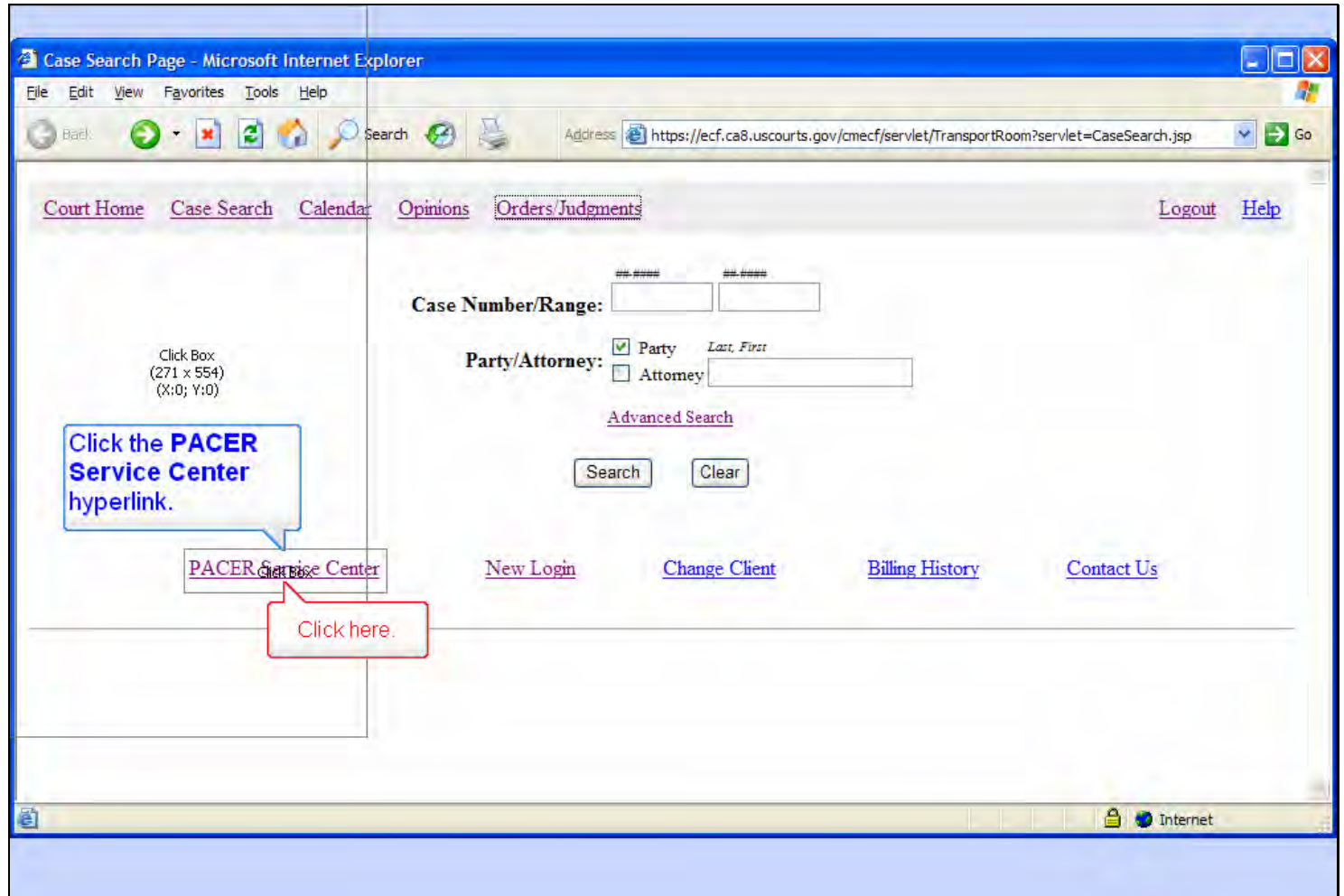
Slide notes

Now click the PACER Service Center hyperlink.

Slide 39 - PACER Service Center

Slide notes

You're now looking at the PACER Service Center's home page.

To return to the Case Search Page, click the Back button.

Slide 40 - Slide 40
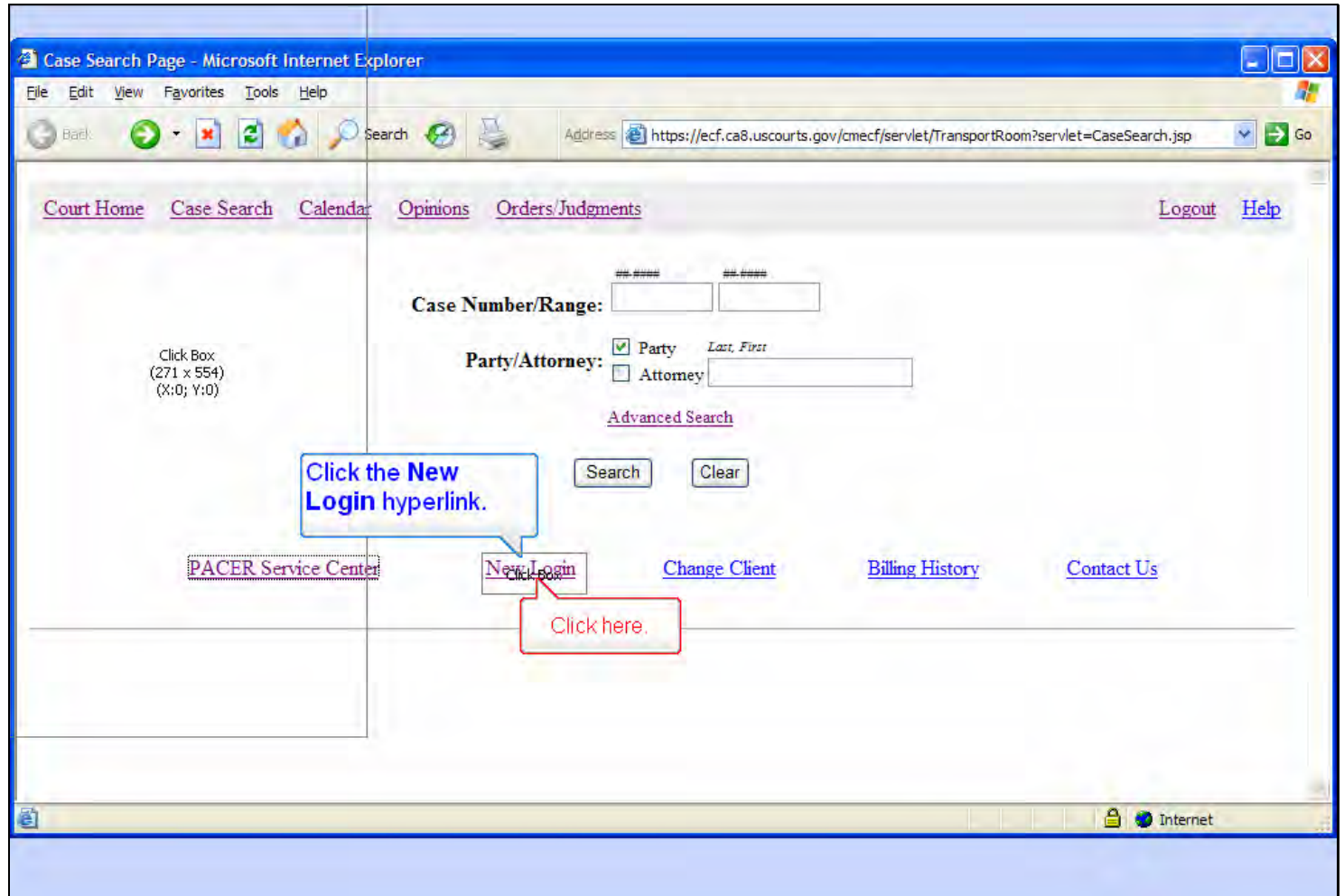
Slide notes

The New Login hyperlink will take you to the PACER Service Center web site and allow you to login with a different PACER login. Click that link.

Slide 41 - New Login

Slide notes

On the PACER login form, you would enter the desired PACER Login and Password, and optionally enter a client code.

Click the Back button to return to the Case Search Page.

Slide 42 - Slide 42
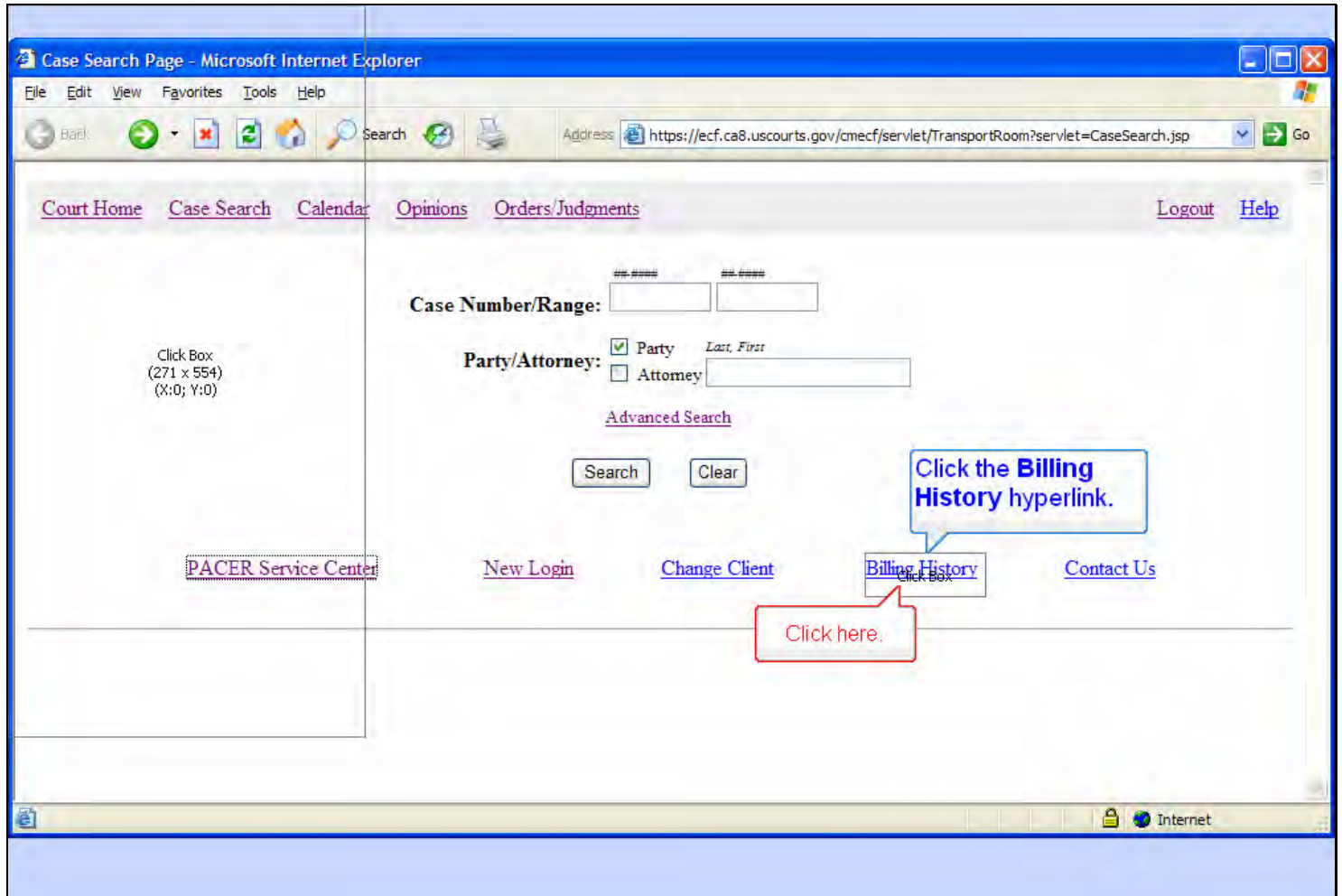
Slide notes

To see your current PACER billing history, click the Billing History hyperlink.

Slide 43 - Billing History

Slide notes

You can limit the billing history by entering a date range for transactions. The default date range is the current month, but you can enter different dates if desired.

You can also sort the history by either date or client code and date.

Click the Submit button to see all transactions in January sorted by date.

Slide 44 - Slide 44

Slide notes

The report shows all PACER transactions for the entered date range, the number of pages for each transaction, and the costs.

Scroll down to the bottom of the report.

Slide 45 - Slide 45

Slide notes

The total for the displayed time period is shown at the bottom of the report.

Click the Back button.

Slide 46 - Slide 46
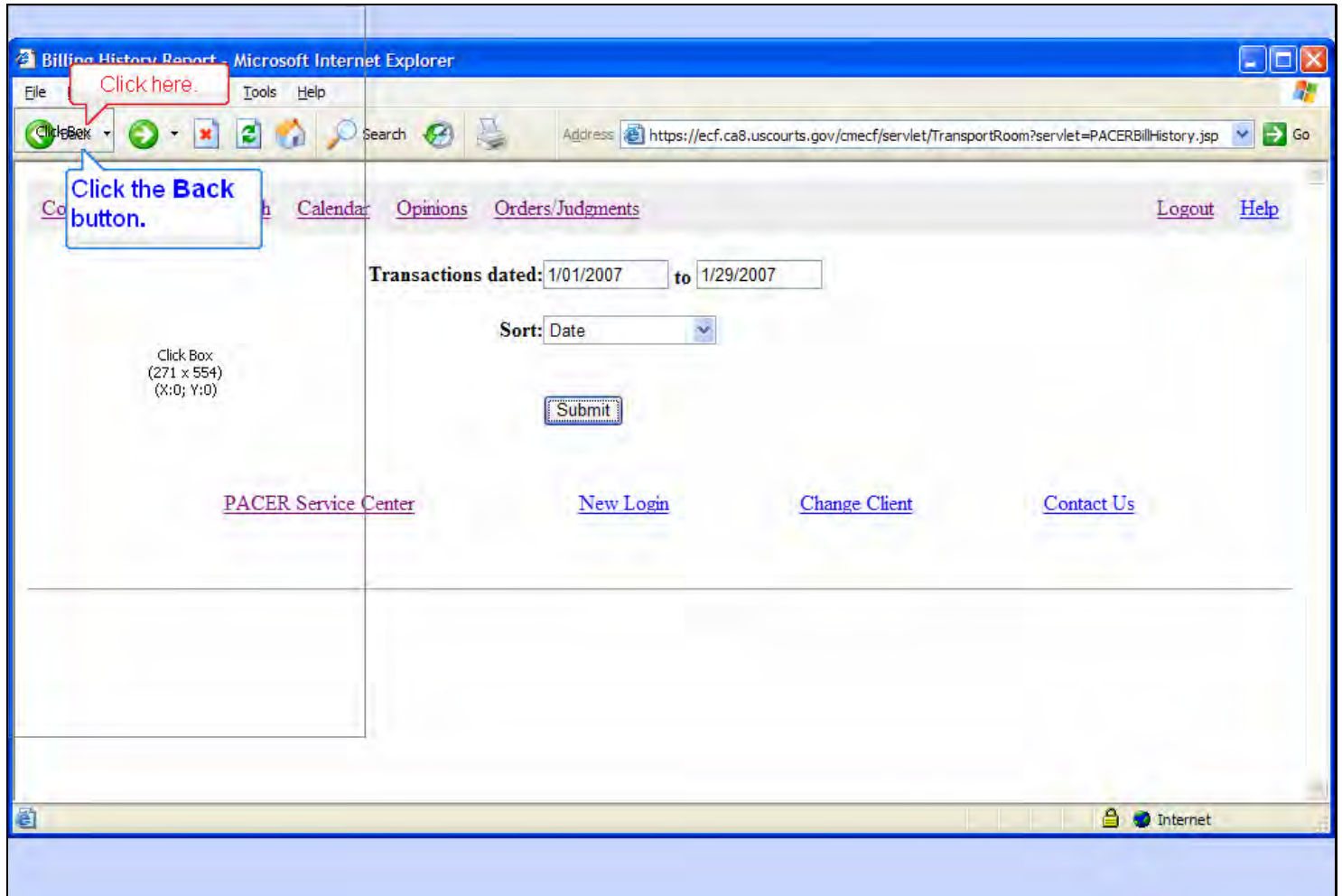
Slide notes

And click Back one more time to return to the Case Search page.

Slide 47 - Slide 47
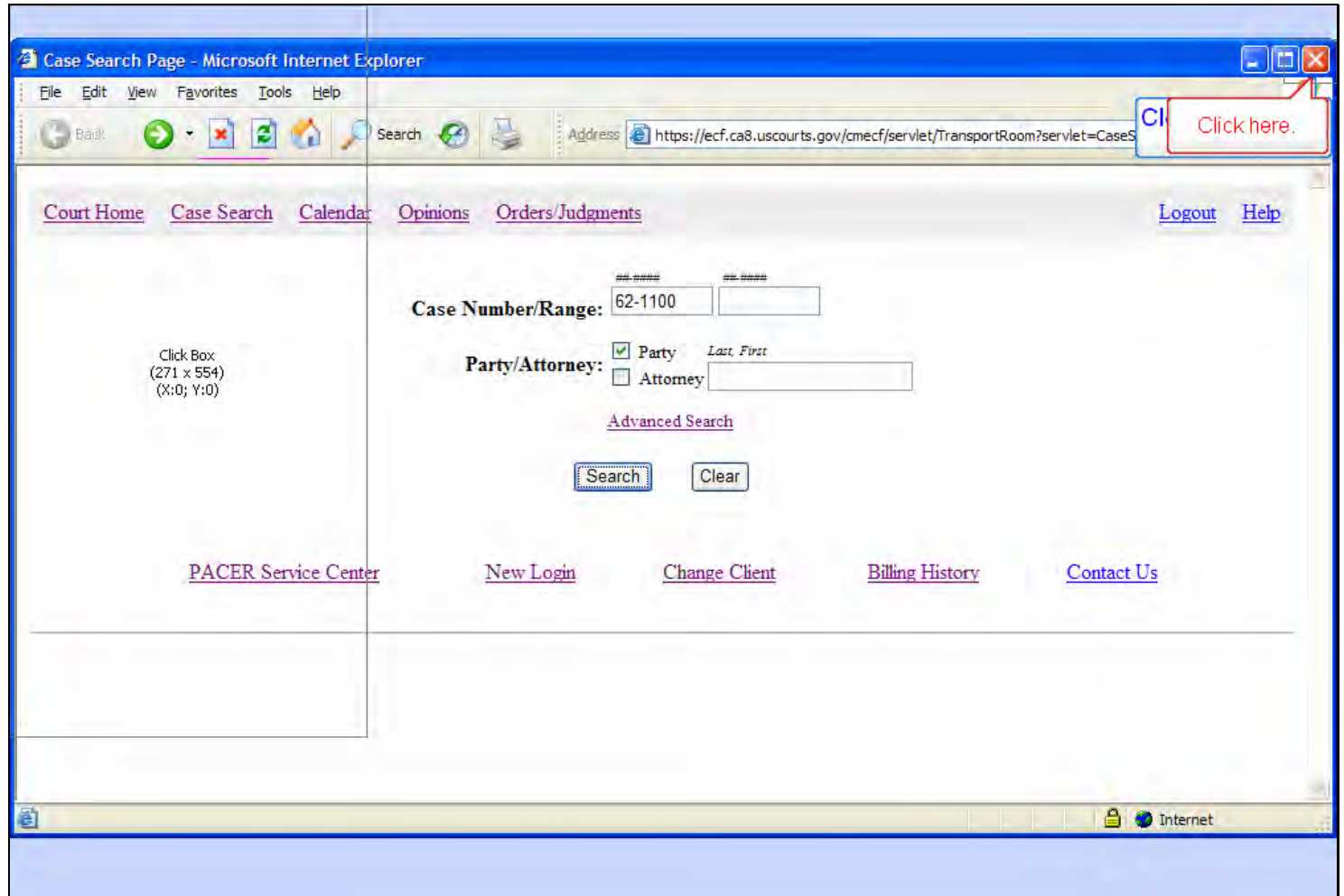
Slide notes

Close the Case Search Page.

Slide 48 - Back to Startup Page

Slide notes

And that was a quick tour of the Reports menu and the PACER options.

Slide 49 - Logout

Slide notes

To end your CM/ECF session, click Logout in the menu.

Slide 50 - Logout Menu

Slide notes

Now click Logout CM/ECF.

Slide 51 - Slide 51

Slide notes
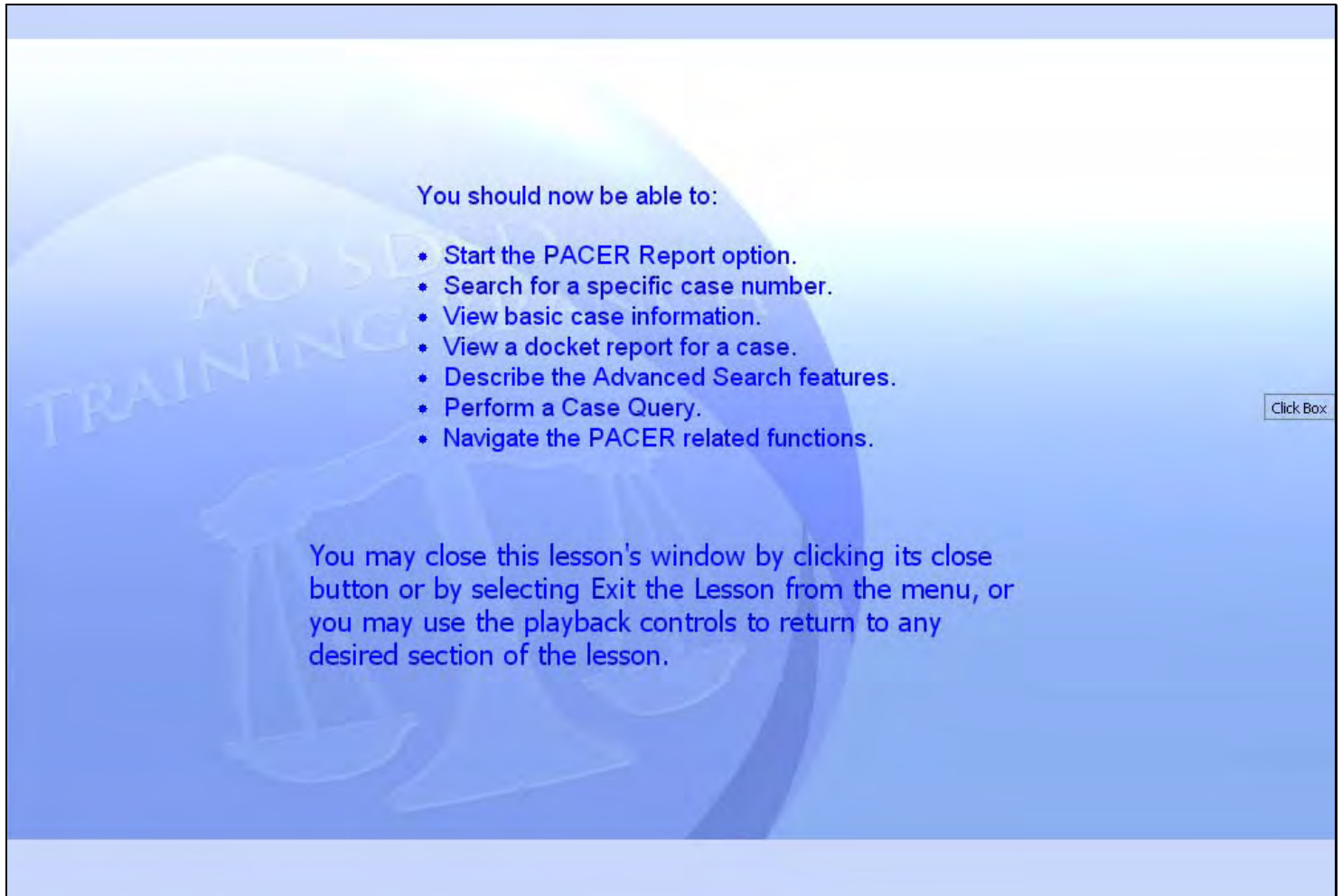
(Note: This is a transition page.)

Slide 52 - Logout OK

Slide notes

Confirm you want to logout by clicking Yes.

Slide 53 - Summary

Slide notes

This concludes the PACER Report lesson module.

You should now be able to:

Start the PACER Report option.

Search for a specific case number.

View basic case information.

View a docket report for a case.

Describe the Advanced Search features.

Perform a Case Query.

Navigate the PACER related functions.

You may close this lesson's window by clicking its close button or by selecting Exit the Lesson from the

menu, or you may use the playback controls to return to any desired section of the lesson.

Slide 54 - Exit

Slide notes

Goodbye.

Slide 1 - Welcome

Slide notes

Welcome to the lesson on Windows Navigation.

Slide 2 - Navigation
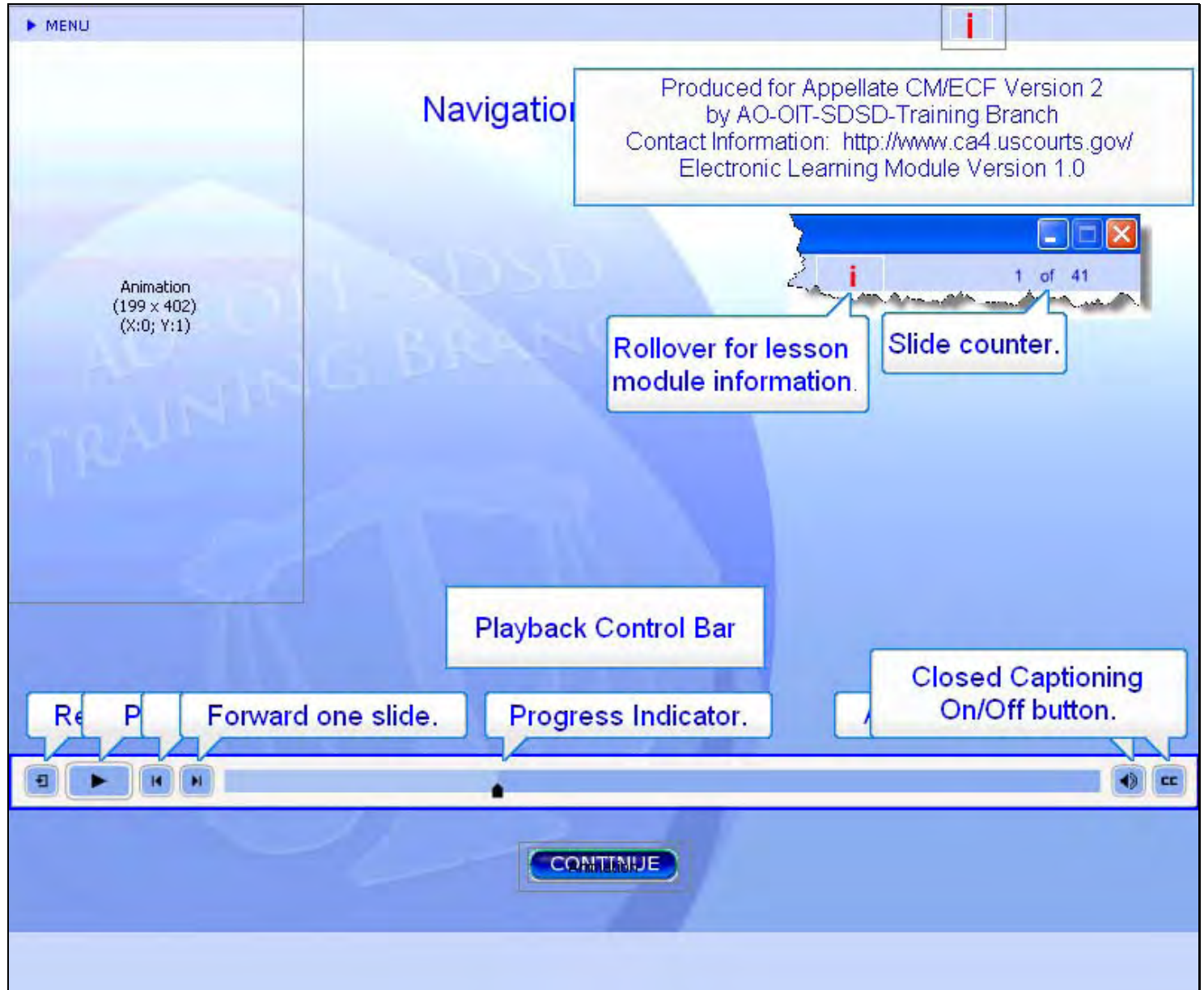
Slide notes

Here are the navigation instructions for these electronic learning modules.

Near the upper-left corner of each slide is the word MENU. If you roll your mouse pointer over that word, a lesson module menu will drop down. You may click on the desired topic in the menu to jump to that slide in the lesson.

At the bottom of each slide is a Playback Control Bar. The buttons on this bar allow you to Rewind to the beginning slide, Play or Pause the lesson, Back up to the previous slide, or go Forward to the next slide. The bar has a Progress Indicator in the middle. You may drag this progress indicator forward or back with your mouse. Also included is a button to turn the Audio On or Off, and a button to turn the Closed Captioning On or Off.

Near the upper-right corner of each slide is a red letter i. If you roll your mouse pointer over the i, an information box will pop up with information about this lesson. Also in the upper-right corner of each slide is the current slide number and the total number of slides in this lesson.

Click the Continue button when you're ready.

Slide 3 - Objectives

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete this lesson module.

Click the continue button when you're ready.

Slide 4 - Slide 4

Slide notes

Here's the situation. You have completed an Appearance of Counsel Form for one of your cases in the Court of Appeals for the Fourth Circuit. This form is in Portable Document Format (PDF) and is located somewhere on your computer. Your objective is to submit the file to the court using the court's new electronic filing system called CM/ECF. But in order to do that, you must be able to locate the file first.

Slide 5 - Slide 5
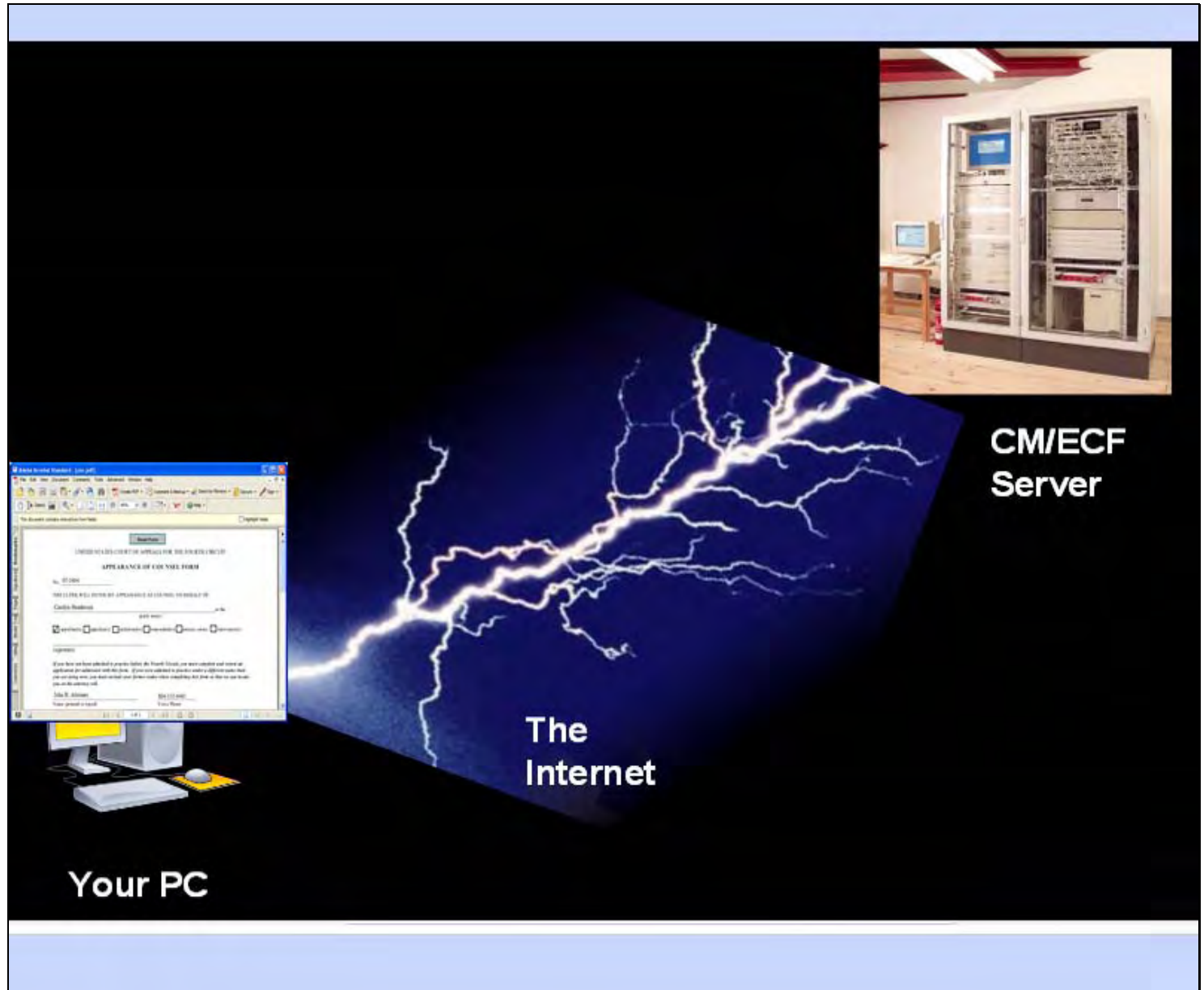
Slide notes

The file is somewhere on your PC. Once you locate the file, you can use the Internet to connect your computer to the court's CM/ECF server and submit your appearance form.

Slide 6 - Slide 6
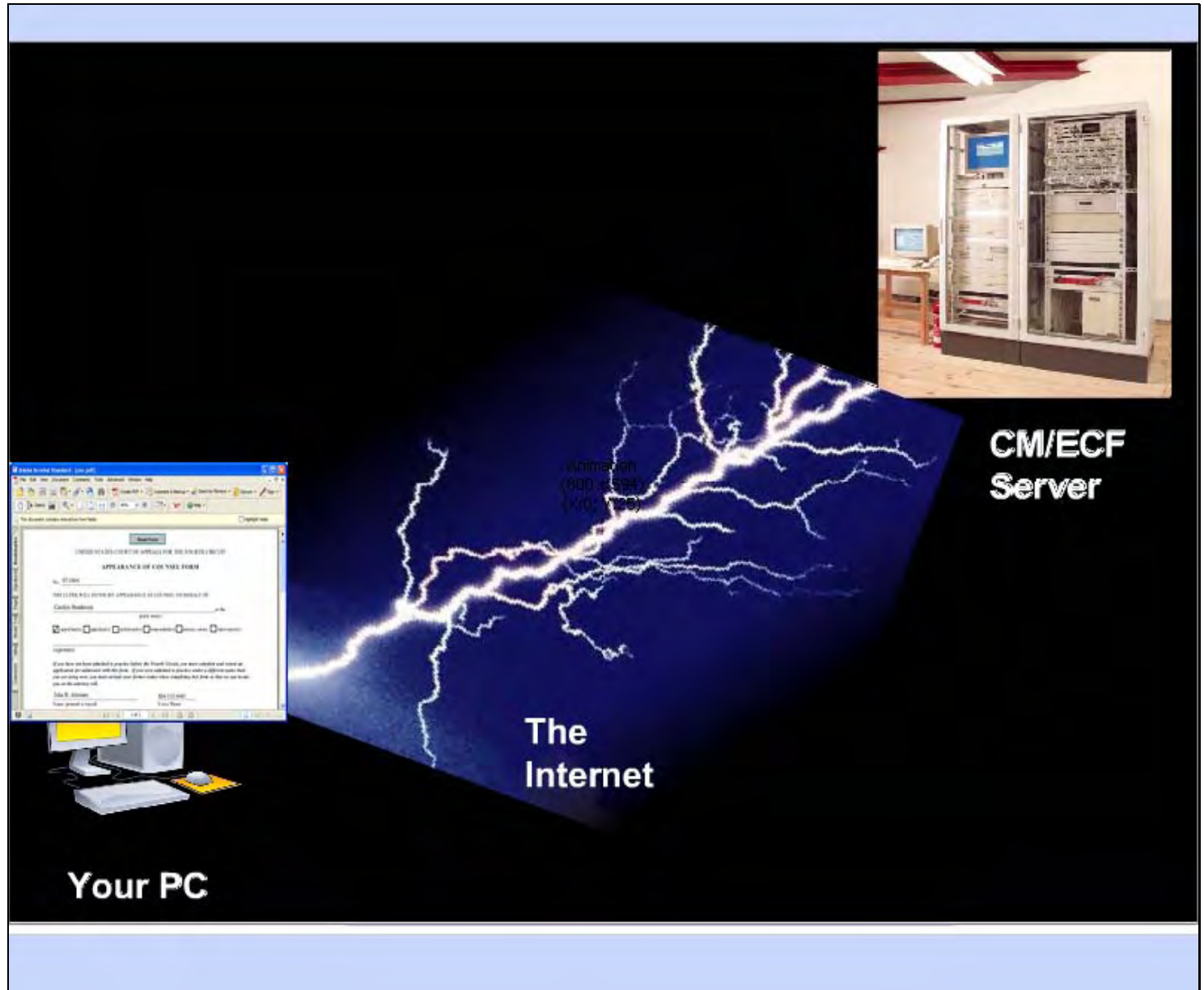
Slide notes

During the filing process, your cor.pdf file will be sent via the Internet to the court's server. But, you have to find the file first. You have to be able to navigate your computer's files and folders to locate the form. Let's see how to do that.

Slide 7 - Launch Windows Explorer

Slide notes

This is a typical Windows desktop. By the way, the screens in this lesson are from Microsoft Windows XP Professional, but other versions of Windows work in a similar way. We will use a tool called Windows Explorer to explore our computer and locate the file. Windows Explorer is built in to Windows, so you don't need to buy any other software. Also, there are other ways to locate files on your computer, but this tool is one of the easier ways.

To begin Windows Explorer, the first step is to right-click on the Start button in order to get a pop-up menu. Watch your screen as I do that right-click for you.

Slide 8 - Slide 8

Slide notes

(Note: This is a transition slide.)

Slide 9 - Slide 9

Slide notes

When you right-click the Start button, Windows pops up a menu. The second choice is Explore. Click that option.

Slide 10 - Slide 10

Slide notes

(Note: This is a transition slide.)

Slide 11 - Explore Window
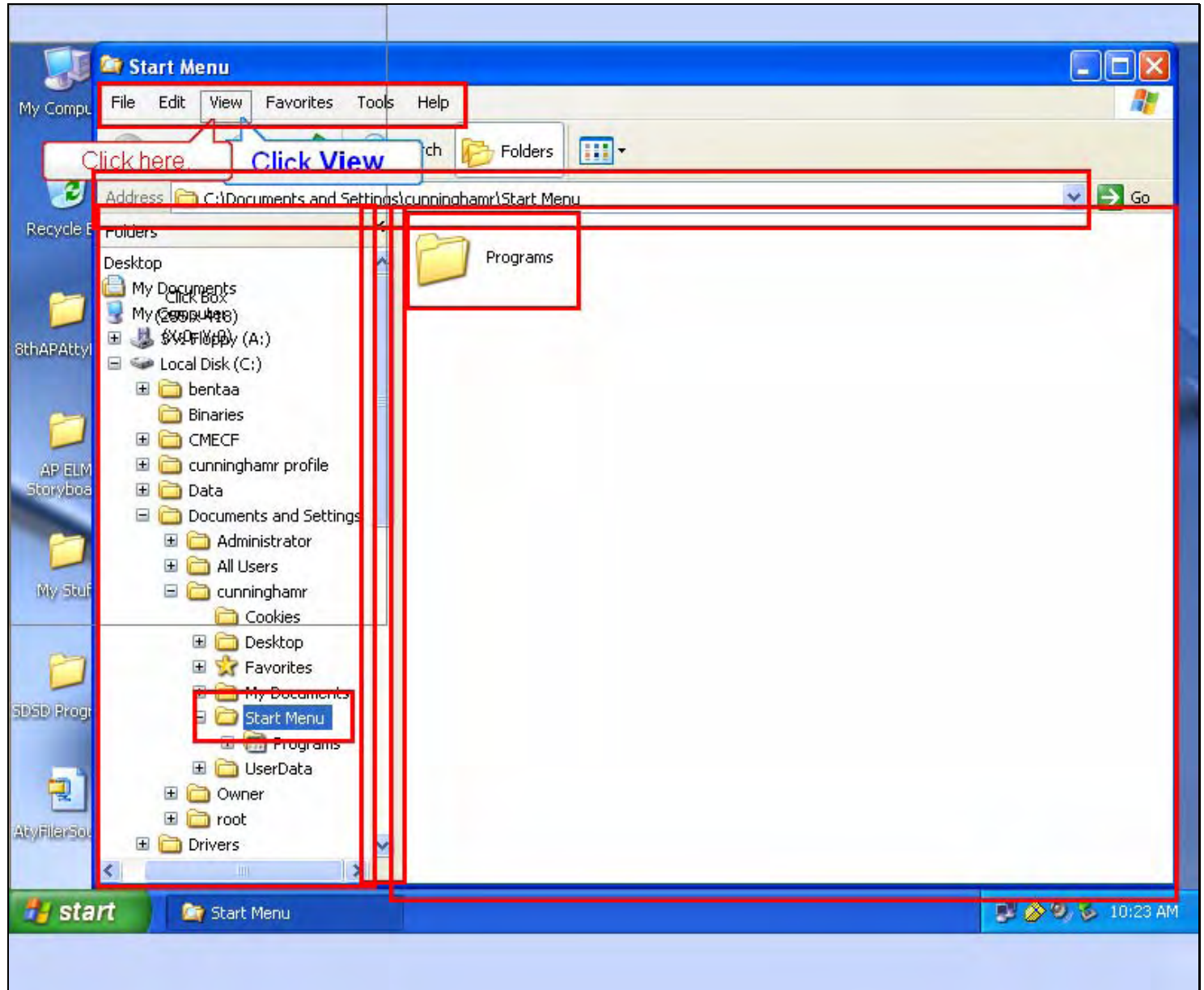
Slide notes

Windows Explorer opens a new window. Let's look at some of the window features.

First, notice the window is divided into two panes. The left pane shows your computer's disk drives and folders. The right pane shows the contents of the folder that is selected in the left pane. In this first screen, notice the Start Menu folder is highlighted, or selected, in the left pane; and the right pane shows that folder's contents - another folder named Programs. We commonly refer to a folder within a folder as a sub-folder.

The folders pane on the left is sometimes referred to as the Tree view. Notice also that it has a vertical scroll bar, indicating there are more items (either disk drives or folders) further down.

Notice also near the top of the window is an Address field. This field shows what is called the path of the selected item below. Like a mailing address on a letter, the path is the complete address of the file or folder that is selected - in this case, the Start Menu folder. The path shows that folder is on the C drive, in a folder named Documents and Settings, in a sub-folder named cunninghamr, and is named Start Menu.

Before we look at how to navigate the folders in the left pane, let's explore some options for viewing the contents of the selected folder in the right pane.

Near the top of the window is a horizontal menu containing the options File, Edit, View, etc. To change the way the contents pane displays its contents, click on View in the menu.

Slide 12 - Changed to Detailed View
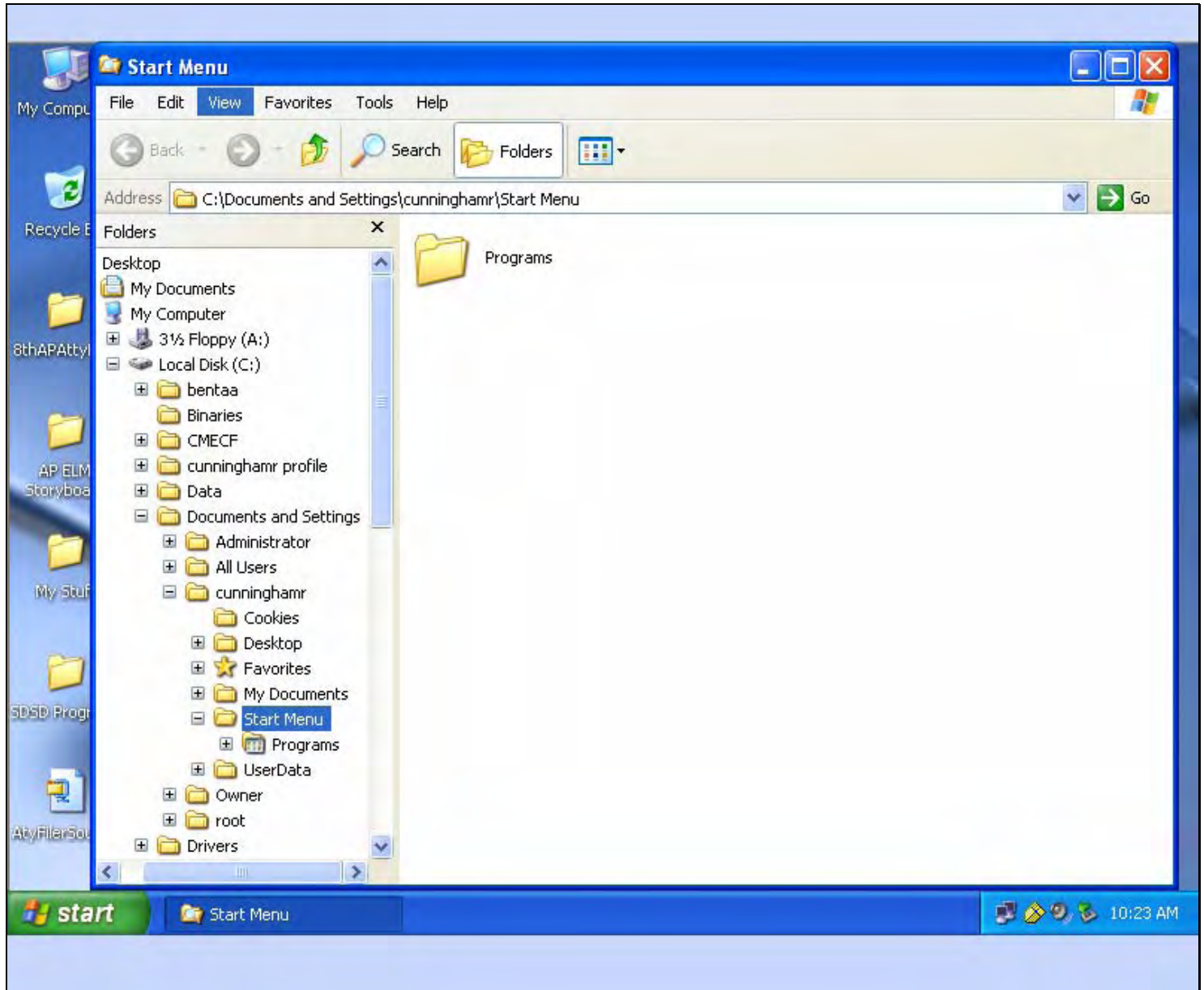
Slide notes

(Note: This is a transition slide.)

Slide 13 - Slide 13
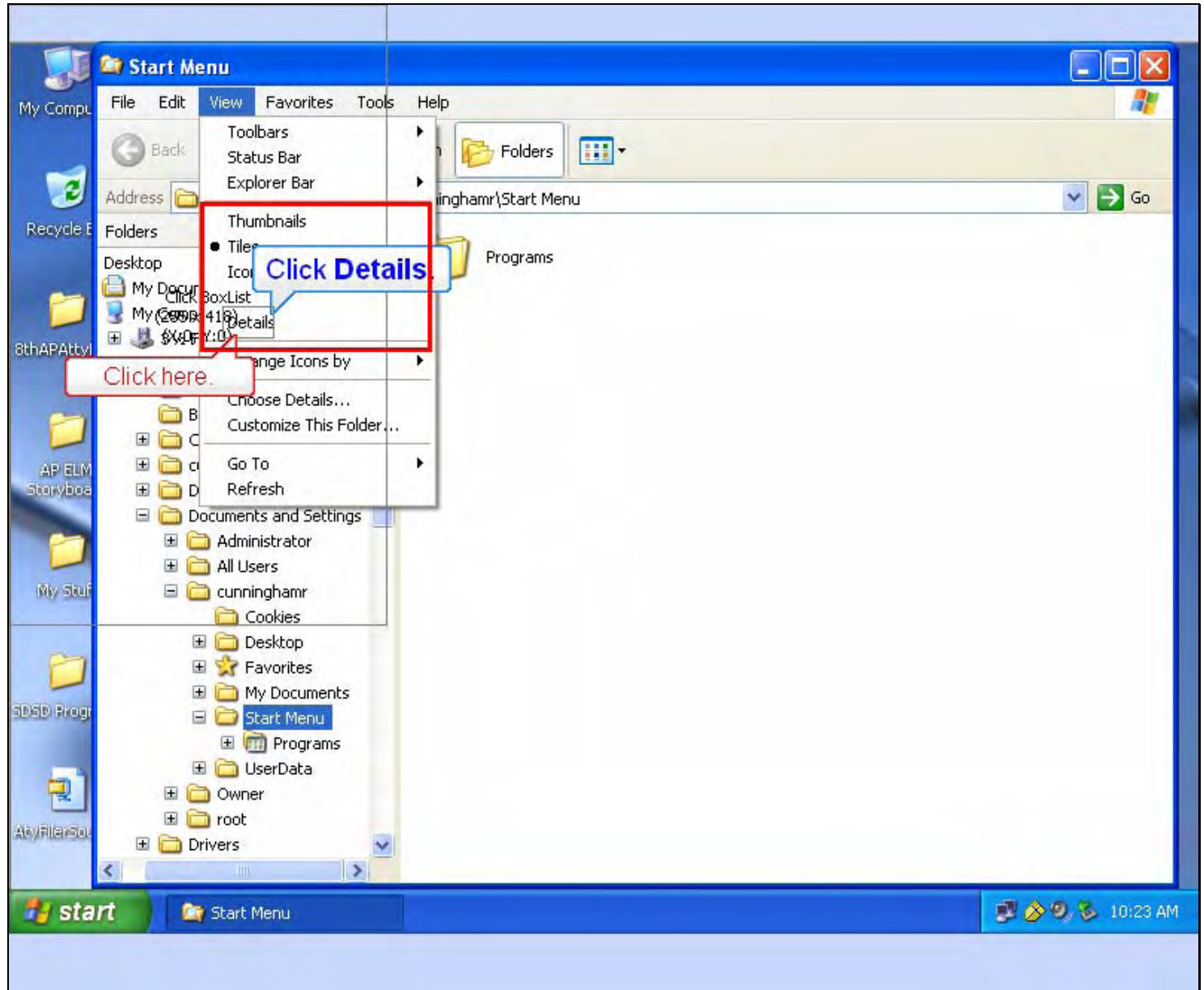
Slide notes

A menu drops down. Near the middle of the menu are five options for controlling how Explorer displays the contents in the right pane. The option with the dot by it (in this case, Tiles) is currently selected. It's sometimes helpful to change the view to Details in order to find things more easily.

Click Details in the menu.

Slide 14 - Slide 14
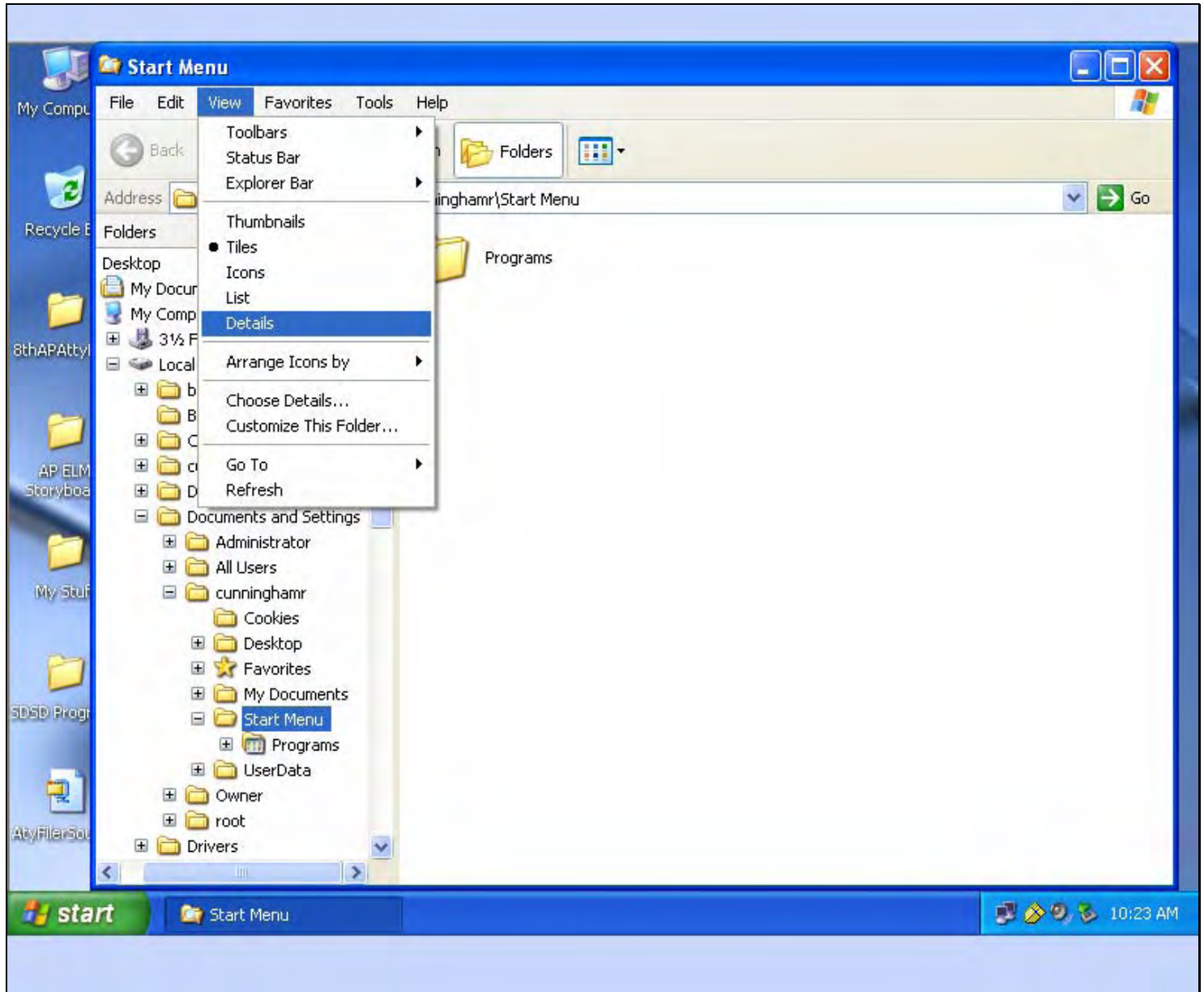
Slide notes

(Note: This is a transition slide.)

Slide 15 - Switch to Local Disk C
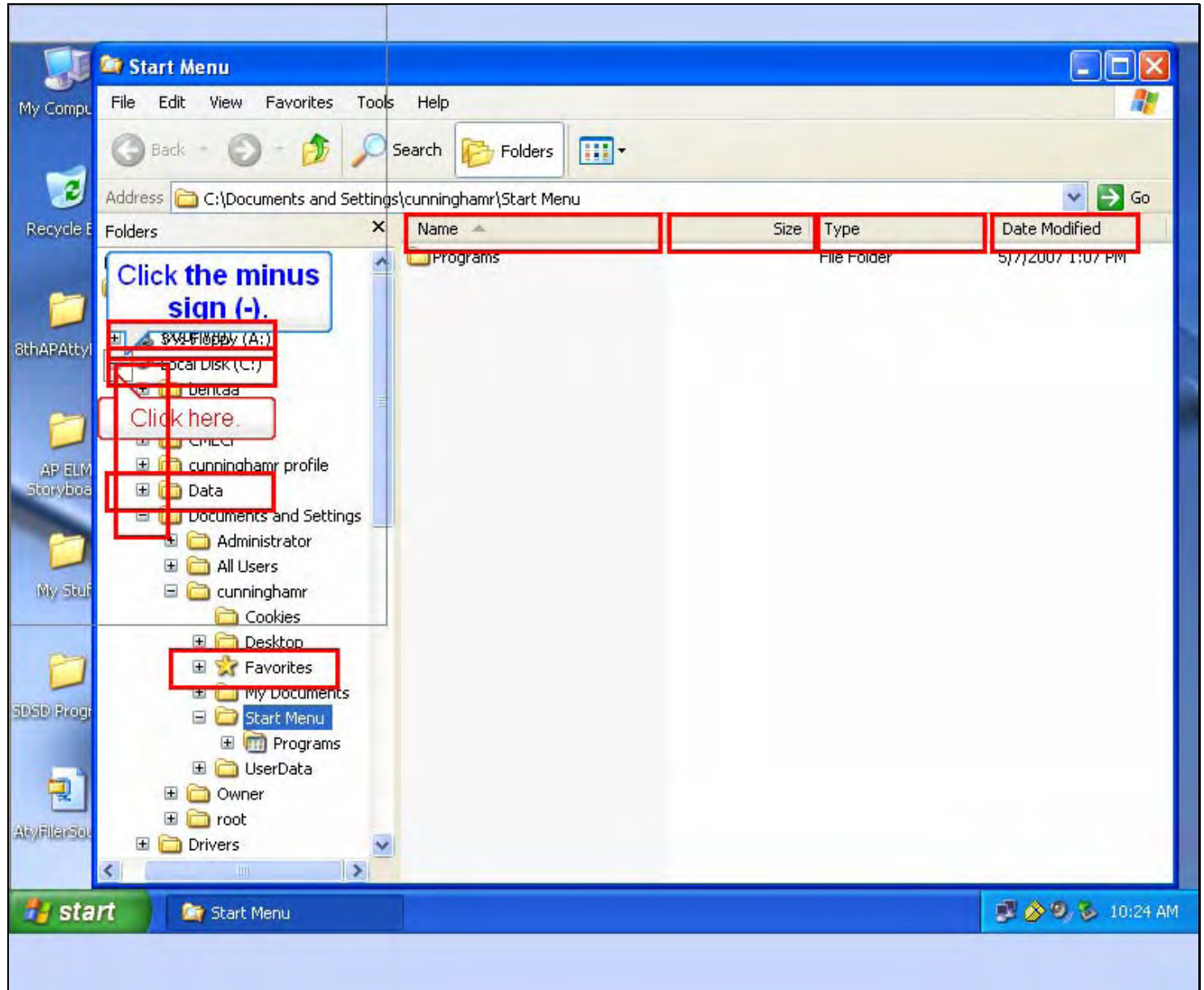
Slide notes

Explorer now changes the right pane to the detailed view.

The detailed view shows some information that was not shown previously. There are now four columns shown. They are the Name, the Size, the Type, and the Date Modified columns. The size column will contain information for files, not folders.

The date modified information may be useful if you're looking for a file or folder and you have a general idea of when it was created or last modified.

Now let's turn our attention back to the folders tree in the left pane. Notice the tree contains both computer disk names, such as Floppy (A:) and Local Disk (C:), as well as folder names, such as Data or Favorites. Also notice that next to each of these disks and folders is a plus or a minus sign. These plus or minus signs are to expand or collapse the view of that item. By clicking on a plus sign you expand that item. In other words, the tree would expand to show

the contents of that item indented underneath it. By clicking on a minus sign you collapse that item. In other words, the contents displayed indented underneath the item would then not display in the tree.

To see how that works, click on the minus sign next to Local Disk (C:).

Slide 16 - Expand Local Disk C
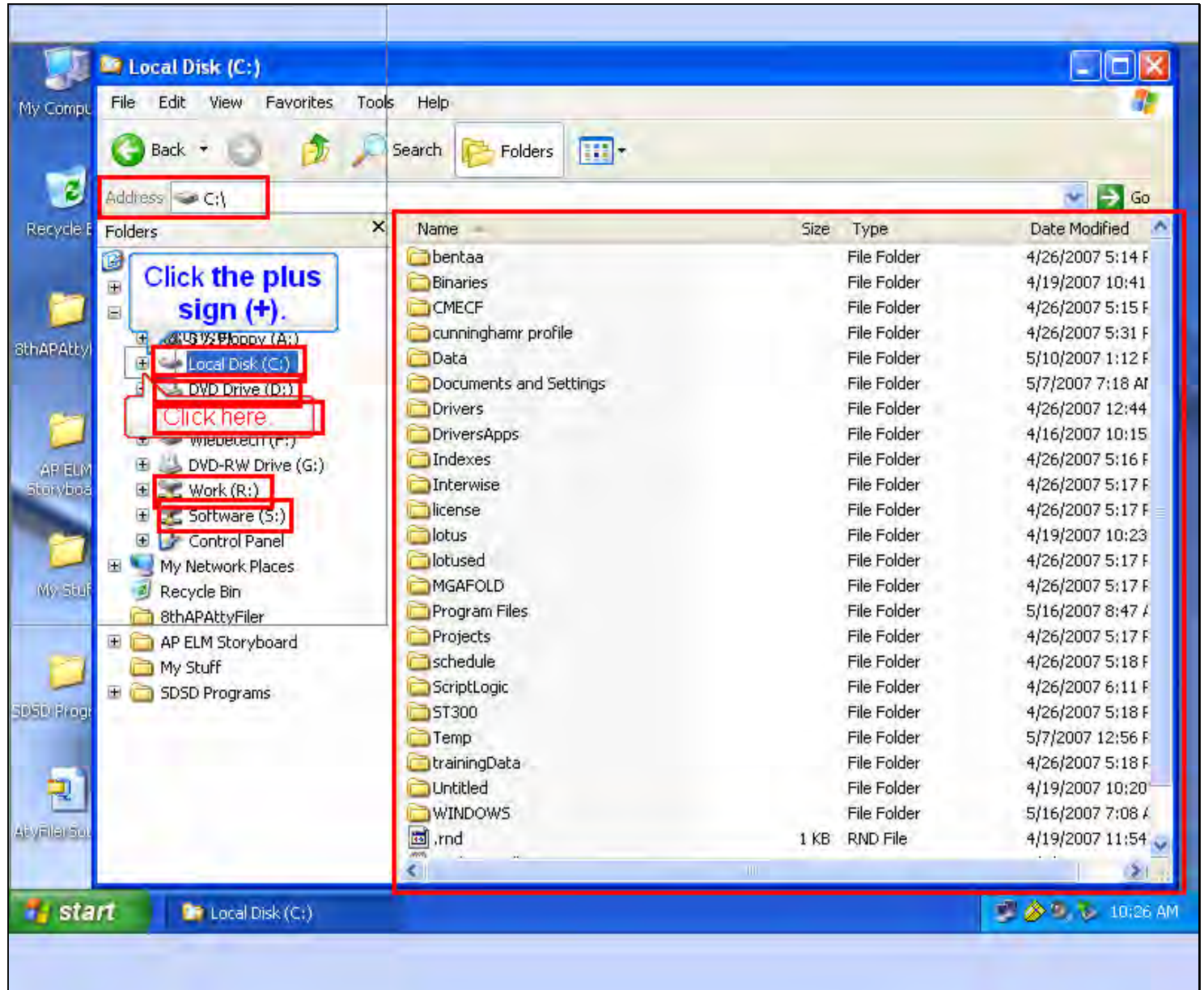
Slide notes

Local Disk (C:) is now collapsed. The items that were indented underneath it are no longer displayed in the tree. The minus sign has been changed to a plus sign. If you clicked the plus sign next to Local Disk (C:), the list would be expanded again to display indented underneath Local Disk (C:).

Now we can see that there are other disk drives that my computer is connected to. These other drives may be built in to my computer, like DVD Drive D: and CD-RW Drive E:, or they may be disk drives on a network that I am connected to. In this screen example, Drives named Work (R:) and Software (S:) are disk drives located on a network server.

Also notice that Local Disk (C:) is now highlighted, and the Address field now shows the address, or the path, of the selected item is C:\. And now the contents pane on the right contains the contents of Local Disk (C:). We are still looking at the detailed view of the contents that we selected earlier.

To see how the plus signs work, click on the plus sign next to Local Disk (C:).

Slide 17 - Open CMECF Folder
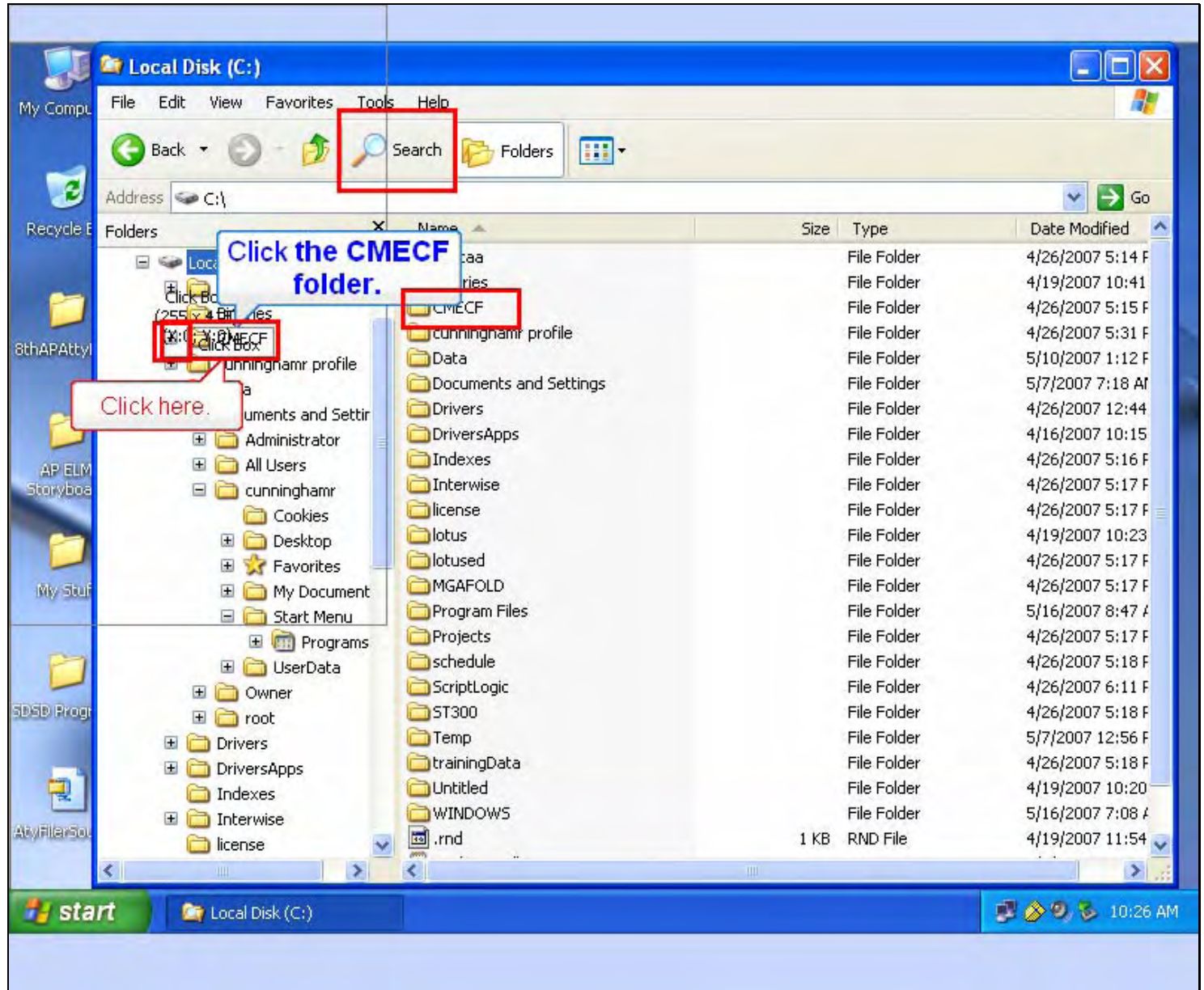
Slide notes

And the contents of Local Disk (C:) are again expanded.

Remember, our goal is to locate the file named cor.pdf so that we will be able to file it with the court. This file is located somewhere on our computer in one of these folders. It helps to have a general idea where the file may be, but if you have no clue, Windows Explorer does have a Search capability, and you can have Windows search for the file for you. We won't use that capability in this lesson, but I recommend you explore the Windows help options for help on Search.

We will assume you generally store all your CM/ECF related files in one particular place on your Local Disk (C:). If you look at the folders in the tree (and in the contents) panes, you'll see a folder named CMECF. This is the folder I use to save these types of files. It's a good practice to establish a file plan in your office to always save these kinds of files in a logical place so that you can easily find things later.

Notice the CMECF folder has a plus sign next to it in the tree, meaning it contains sub-folders. Any folder that does not have a plus or minus sign next to it may contain files, but it will not have sub-folders in it.

If you click a folder in the tree, Windows will do two things. First, it will select that folder and show you its contents in the right pane, and second, it will expand the tree in the left pane if that folder has sub-folders. Click the CMECF folder to demonstrate.

Slide 18 - Open 2007 Folder
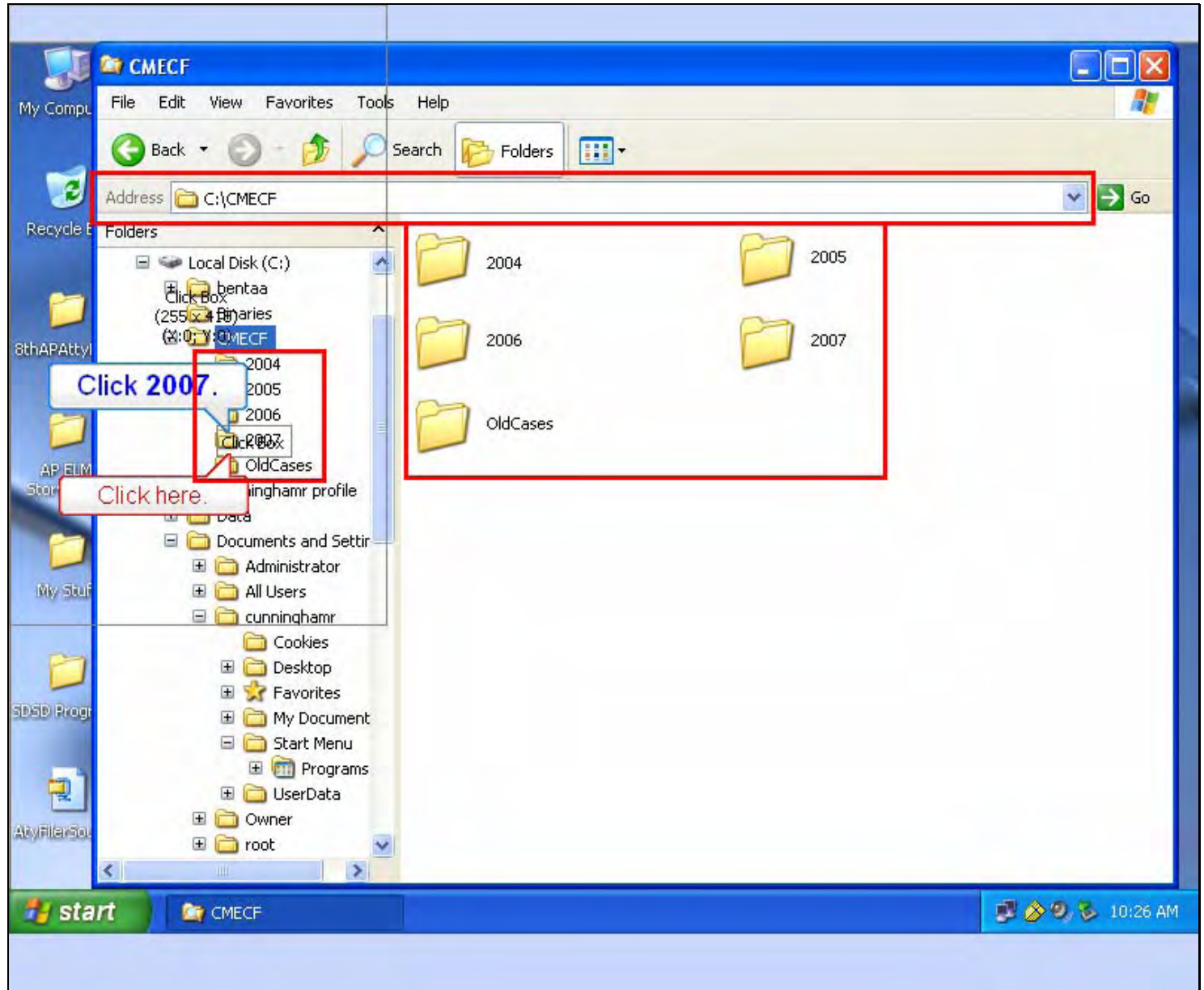
Slide notes

Now the CMECF folder is selected. The address field shows the path C:\CMECF. The folders pane shows five folders (also called sub-folders) indented underneath the CMECF folder. And the contents pane shows those five sub-folders. Notice these folders have names that refer to case years. This naming practice, or something similar, might also be a good idea for you to help keep your files organized.

The case in which you are filing an appearance is a 2007 case. In order to open the 2007 folder to see its contents, you could do one of two things. You could either double-click the 2007 folder in the right pane, or you could click the 2007 folder once in the left pane. By the way, you can click on either the folder icon or the name of the folder. Since a single-click is easier than a double-click, click the 2007 folder in the left pane.

Slide 19 - Change View to Detailed
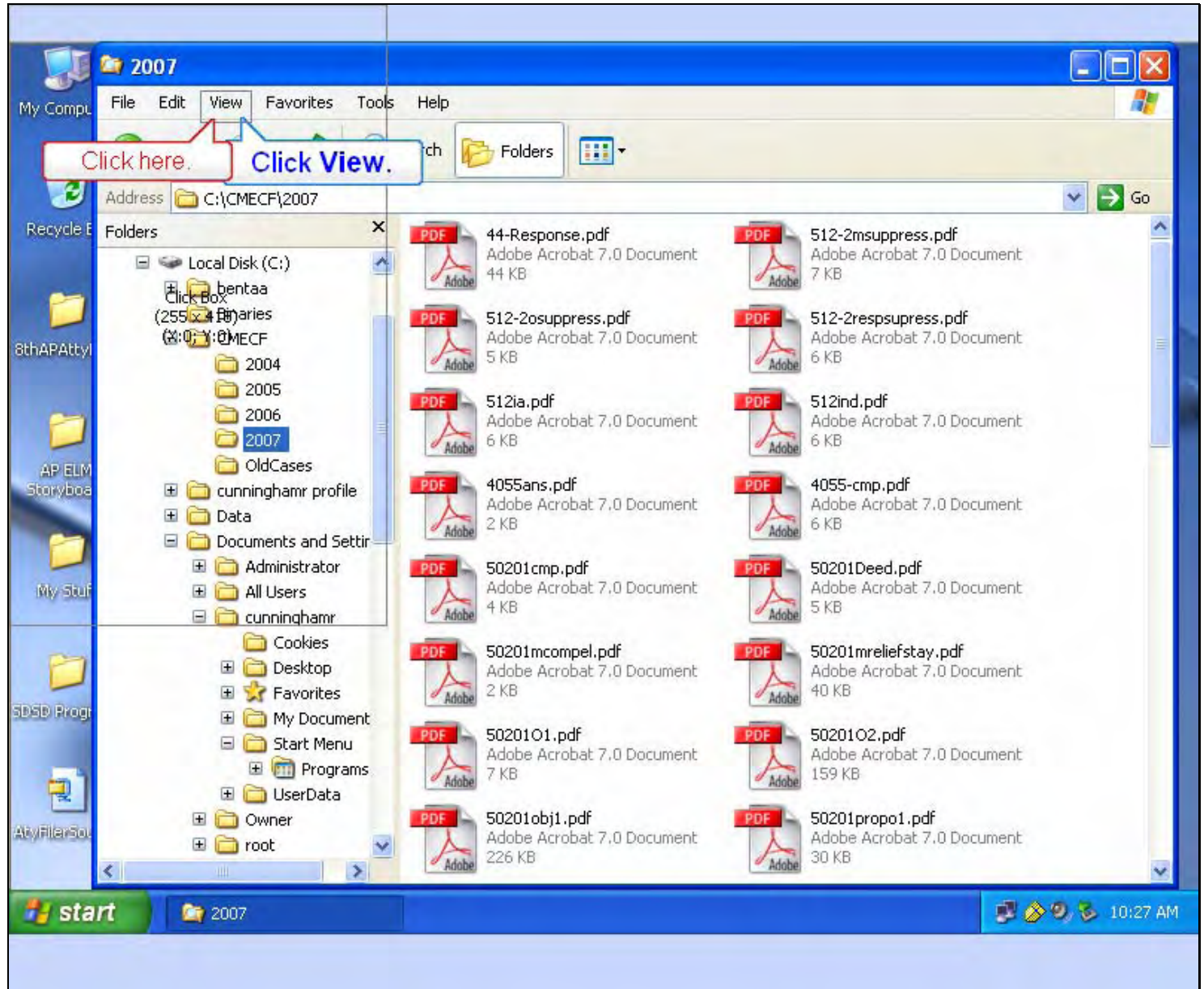
Slide notes

The 2007 folder is selected, the path in the address field is now C:\CMECF\2007, and the contents of that folder are displayed in the right pane.

By the way, notice the 2007 folder does not have a plus or minus sign next to it. This means it does not contain any sub-folders.

The folder contains several files. If a folder contains numerous files, it still may take some time to look for a specific file. It helps if Explorer shows you the detailed view. To change to the detailed view, click View in the menu.

Slide 20 - Slide 20
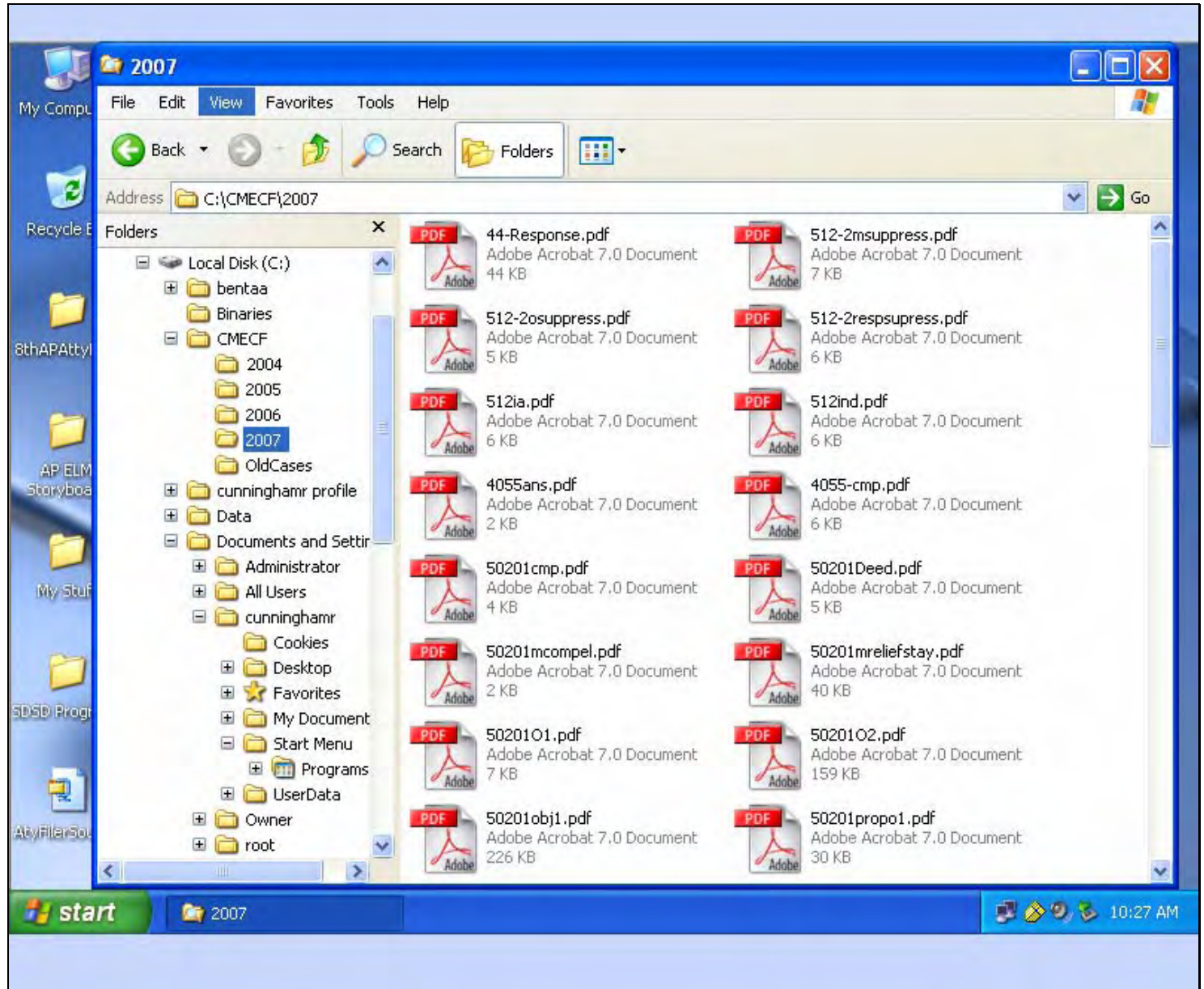
Slide notes

(Note: This is a transition slide.)

Slide 21 - Slide 21
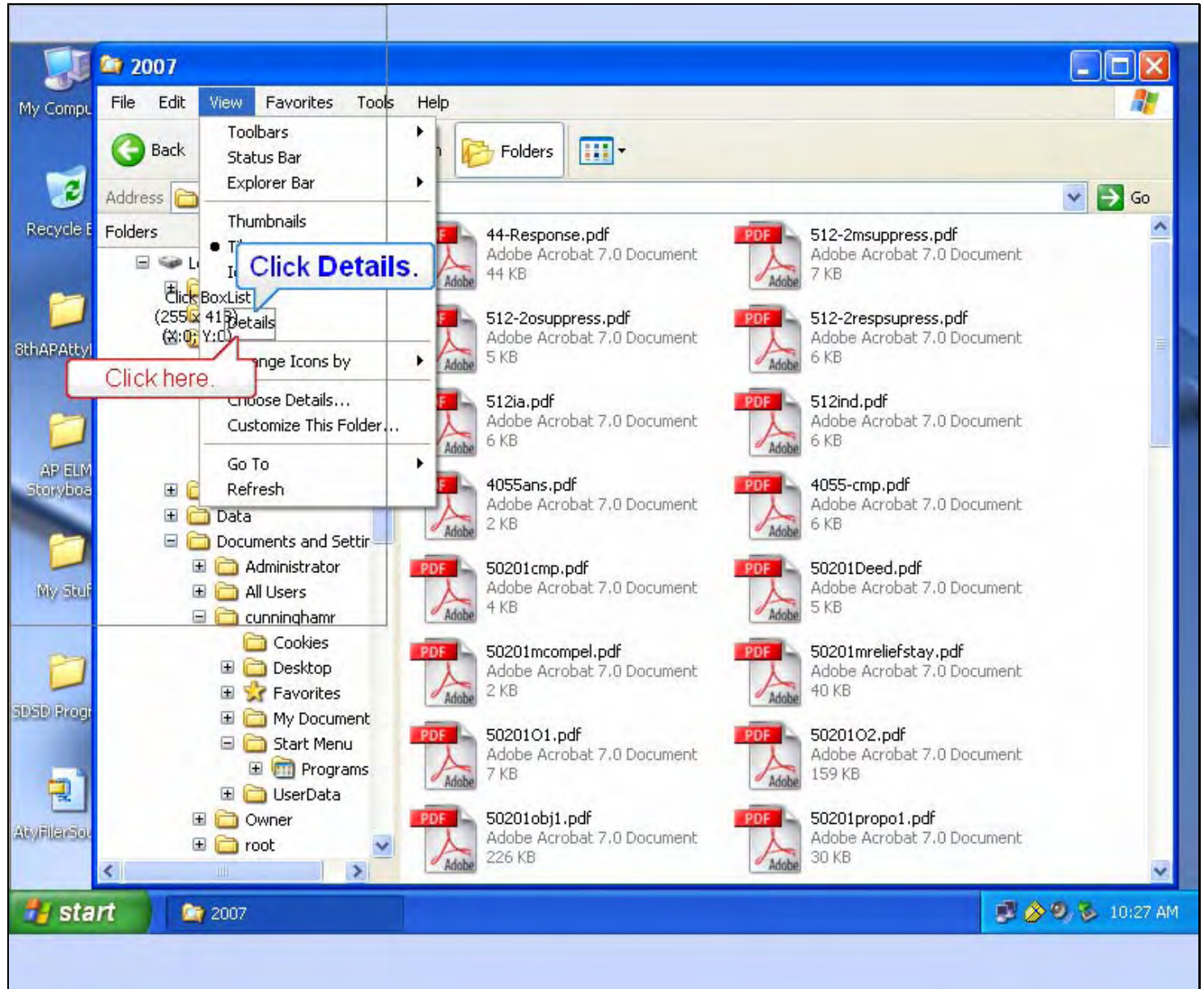
Slide notes

Now select Details.

Slide 22 - Slide 22
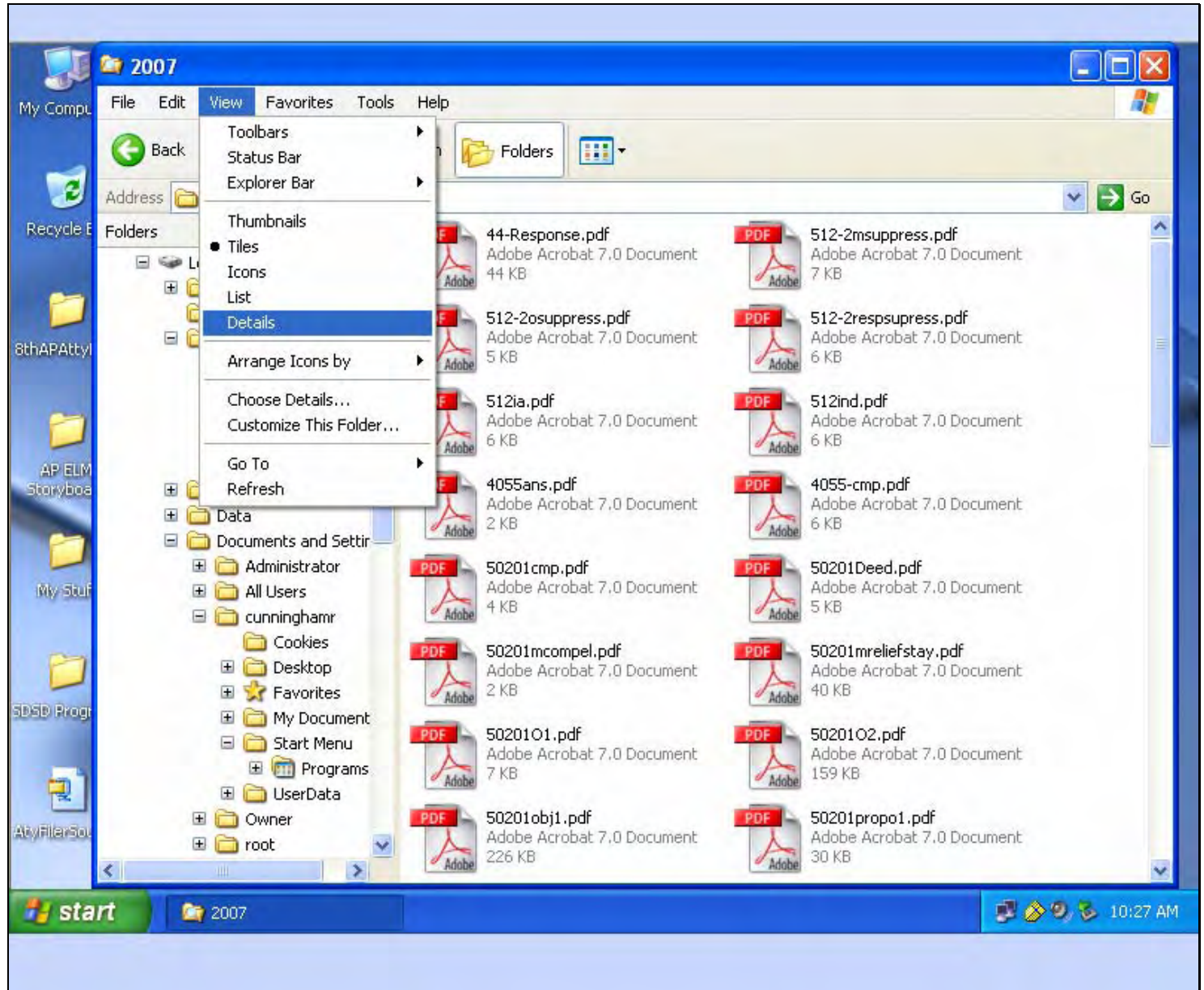
Slide notes

(Note: This is a transition slide.)

Slide 23 - Sort Files by Date
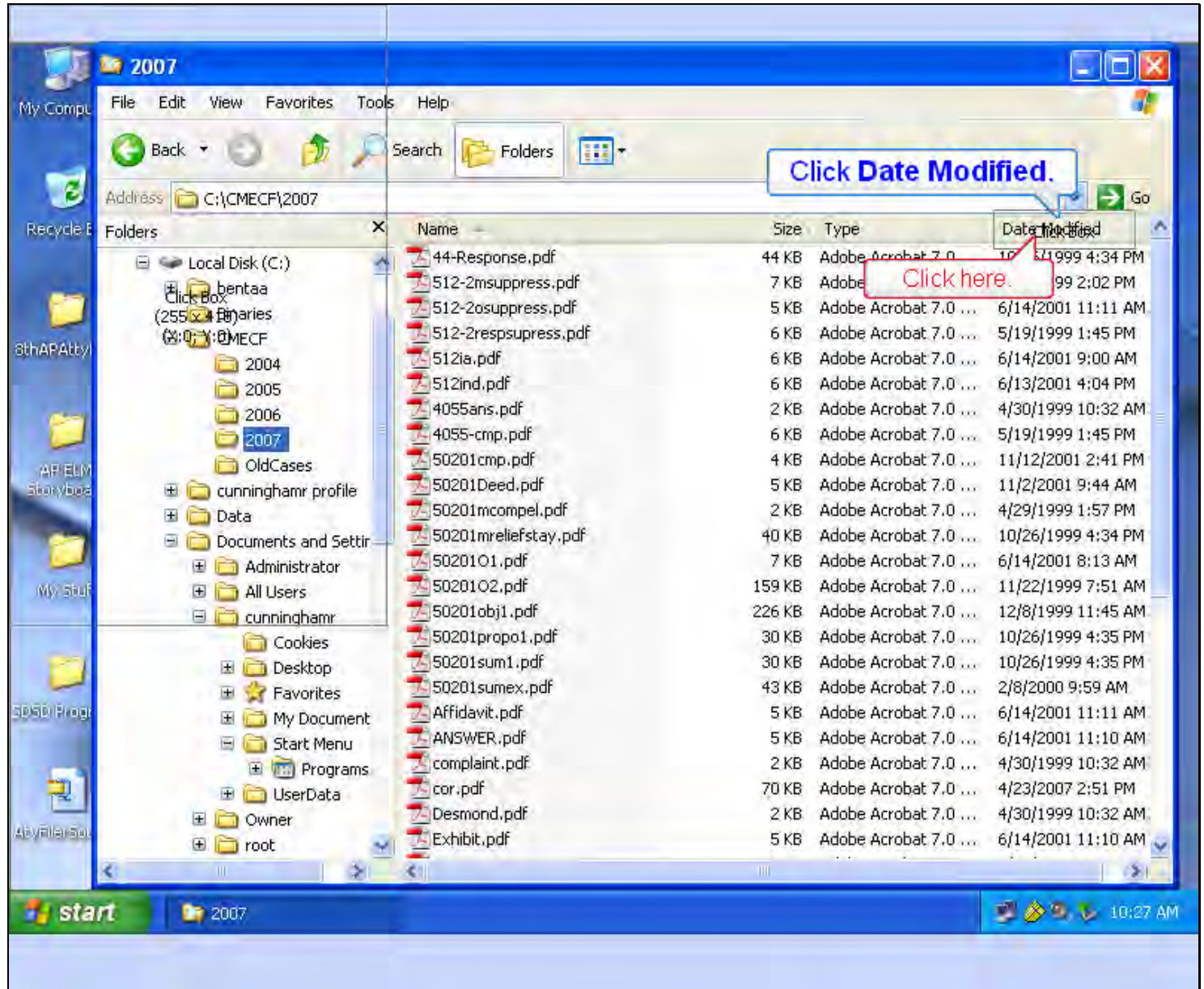
Slide notes

Now the contents shows the file names, file sizes, file types, and date modified for each file.

It's possible to sort this list of files by clicking on the column heading that you want to sort by. For example, in order to display the list of files in chronological order, click on the Date Modified column heading.

Slide 24 - Slide 24
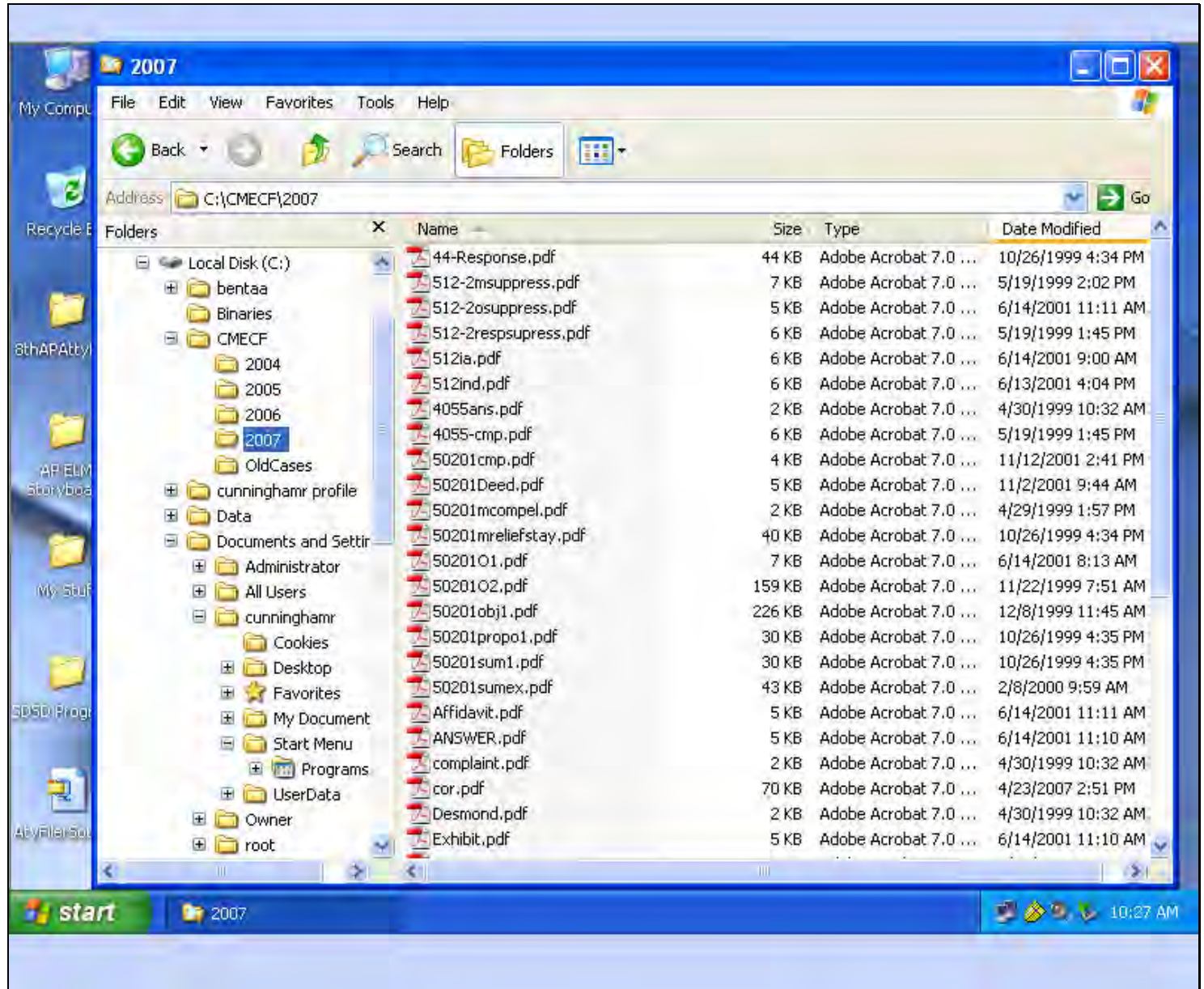
Slide notes

(Note: This is a transition slide.)

Slide 25 - Slide 25
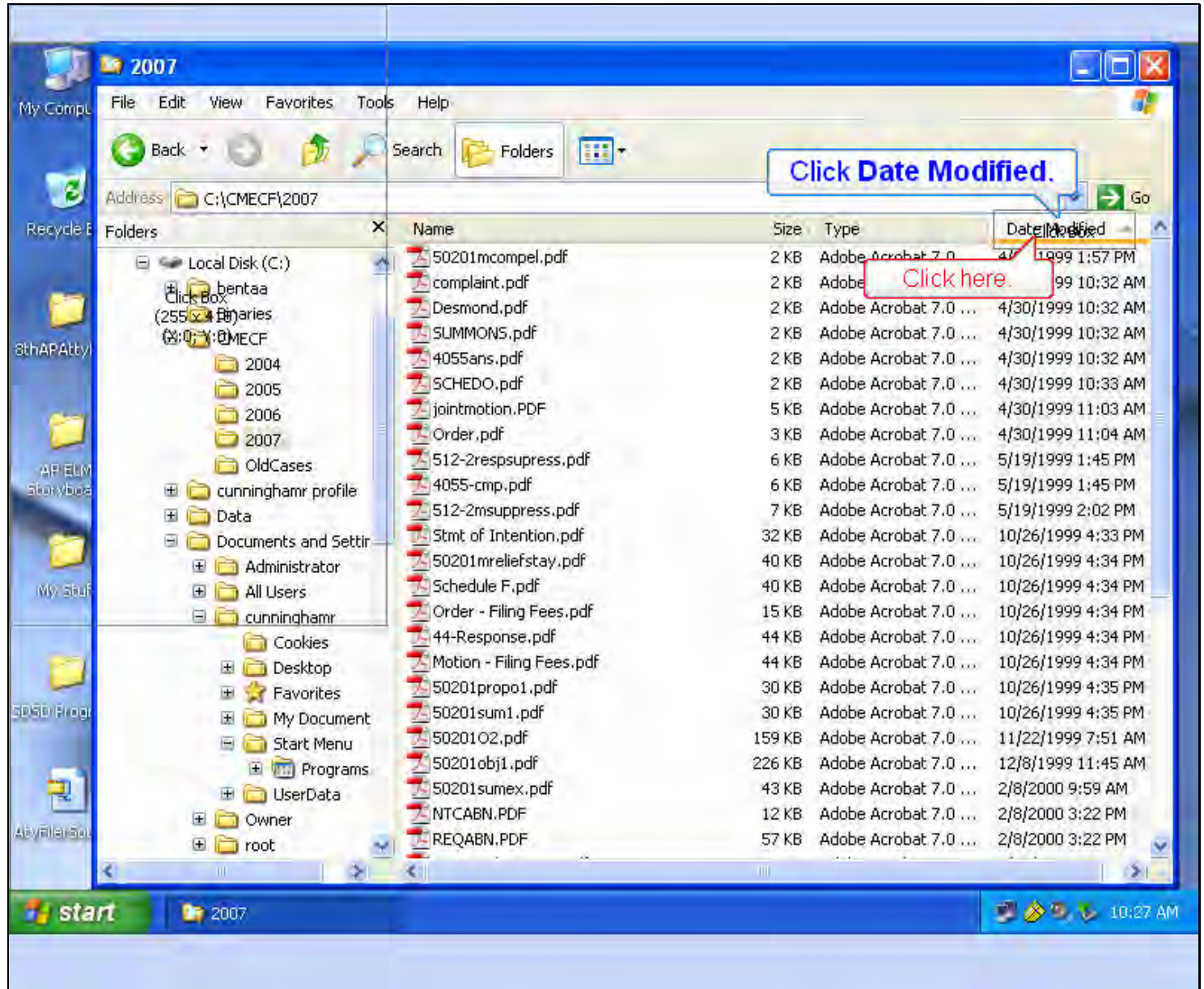
Slide notes

The files are now listed in chronological order with the oldest file listed first. To reverse the order, click the Date Modified column heading again.

Slide 26 - Look at a File
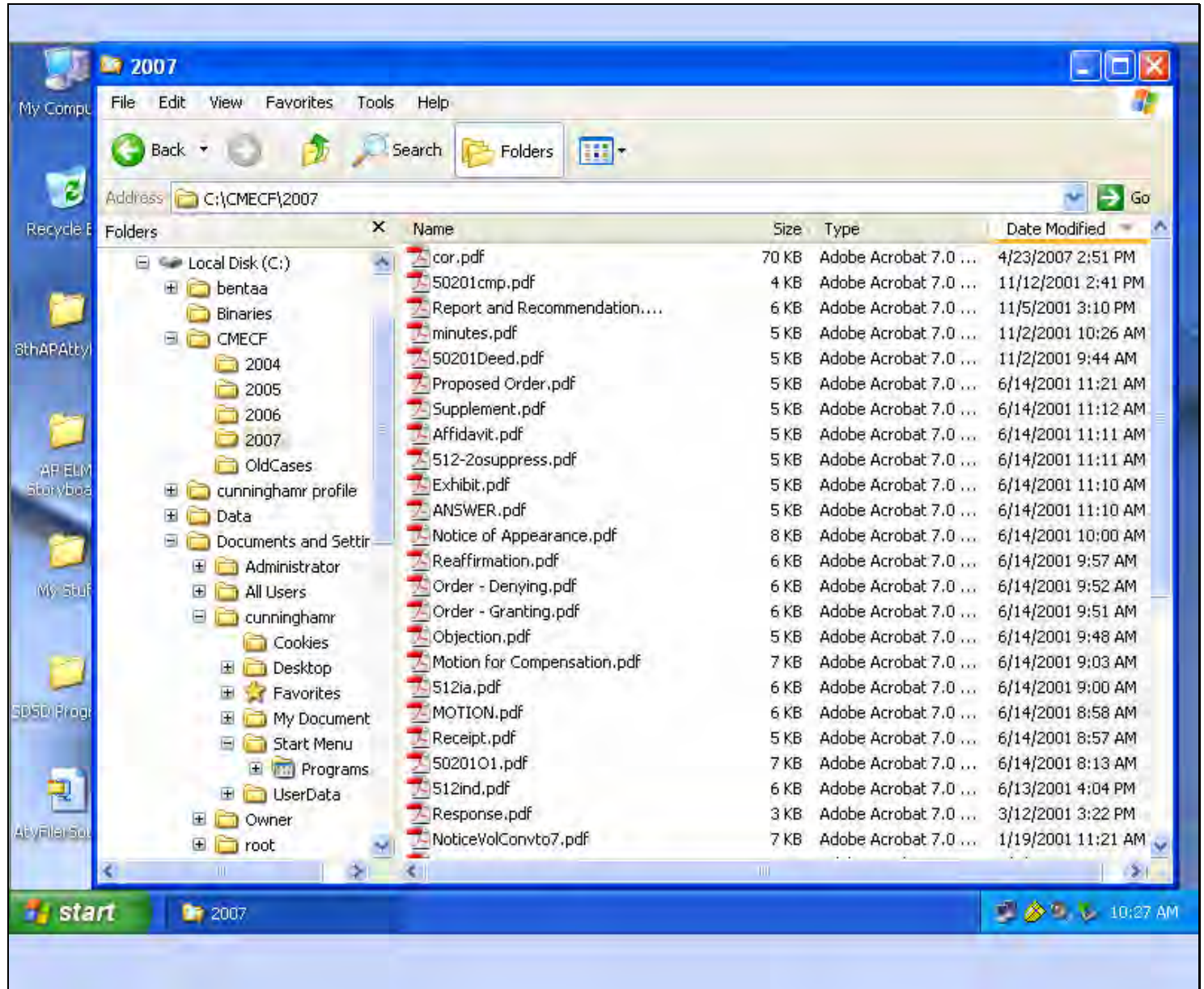
Slide notes

And now the newest file is at the top of the list.

Notice the newest file is named cor.pdf. This is the file we've been looking for. But just to make sure it's the correct file, it's a good practice to open the file to look at its contents first.

In order to open the file to see its contents, you would right-click the file name, then from the pop-up menu select open with Adobe Acrobat. Watch the screen as I do that for you.

Slide 27 - Slide 27
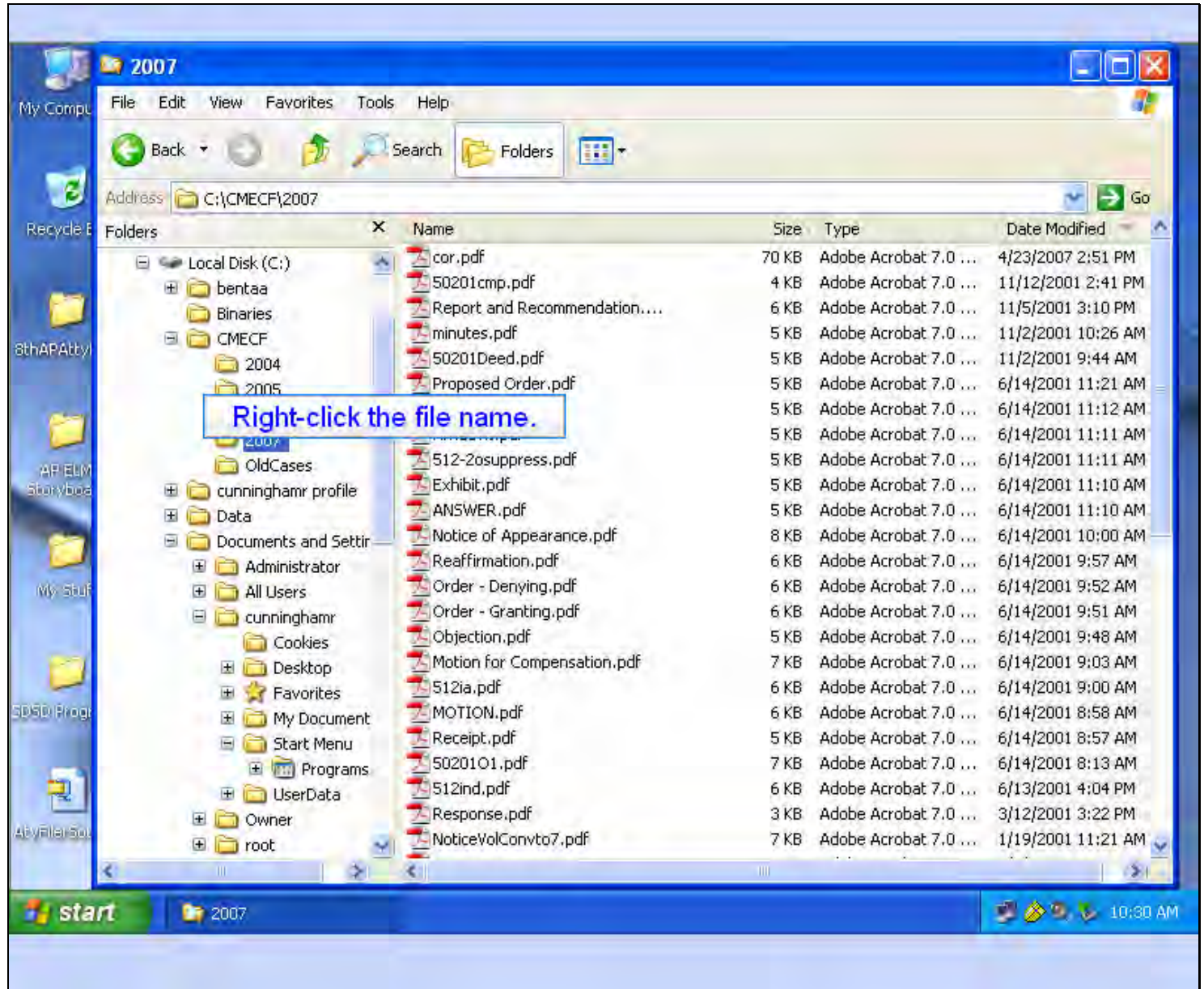
Slide notes

(Note: This is a transition slide.)

Slide 28 - Slide 28
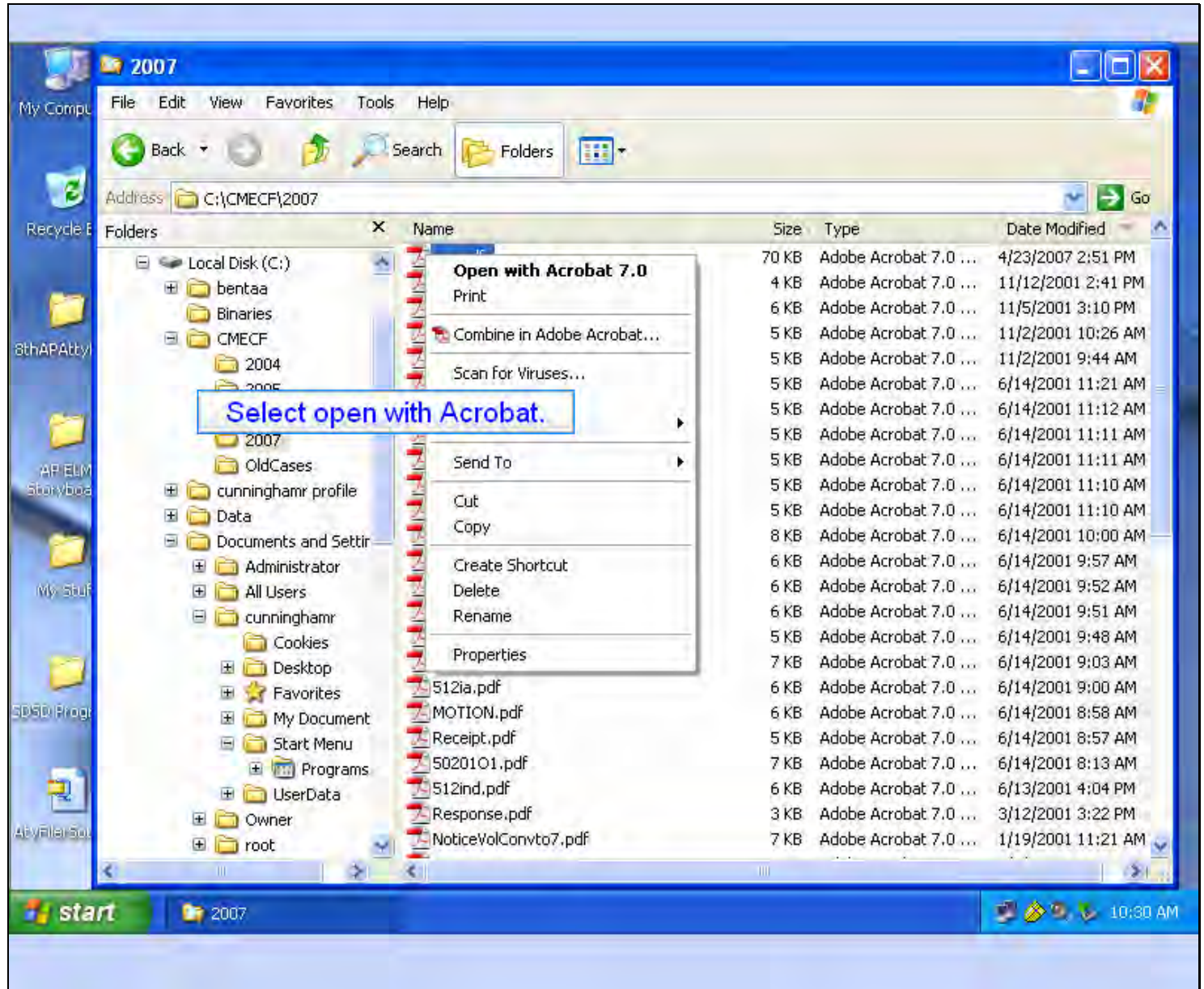
Slide notes

Select Open with Acrobat.

Slide 29 - Slide 29
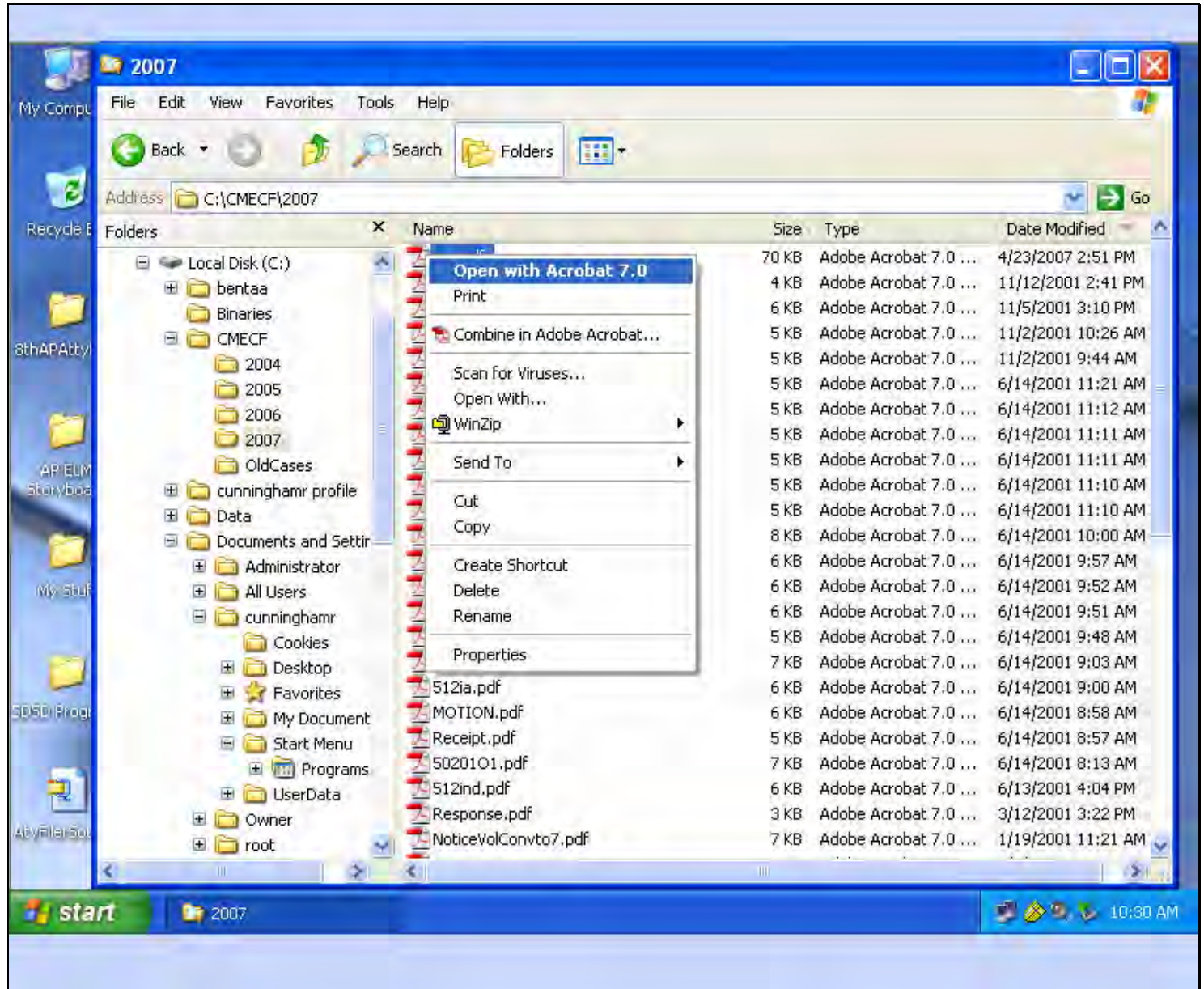
Slide notes

(Note: This is a transition slide.)

Slide 30 - Slide 30
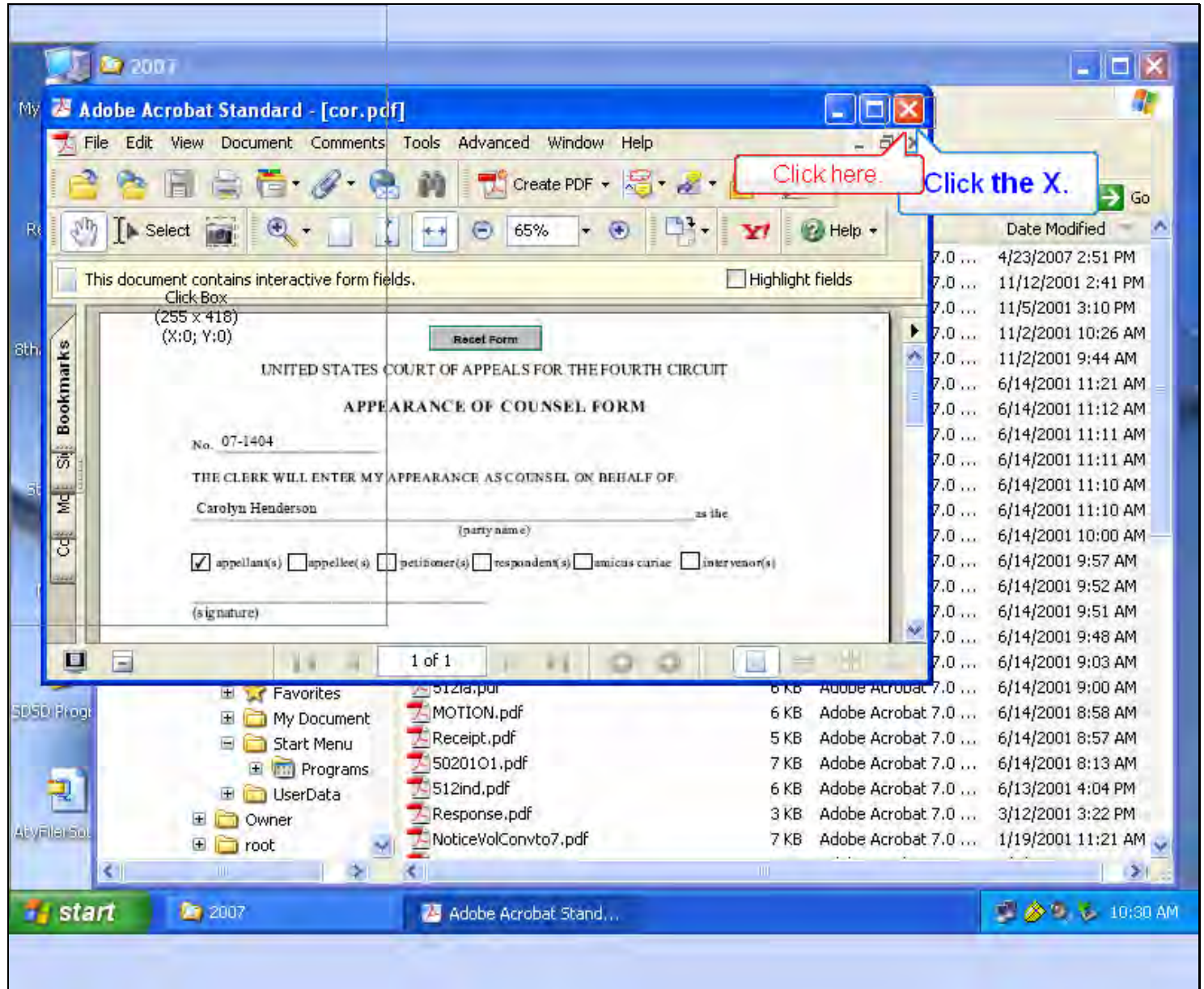
Slide notes

Adobe Acrobat opens the file and displays its contents to you. You should verify that this is the file you intend to file with the court.

Close the Acrobat window by clicking its close button.

Slide 31 - Close Explorer
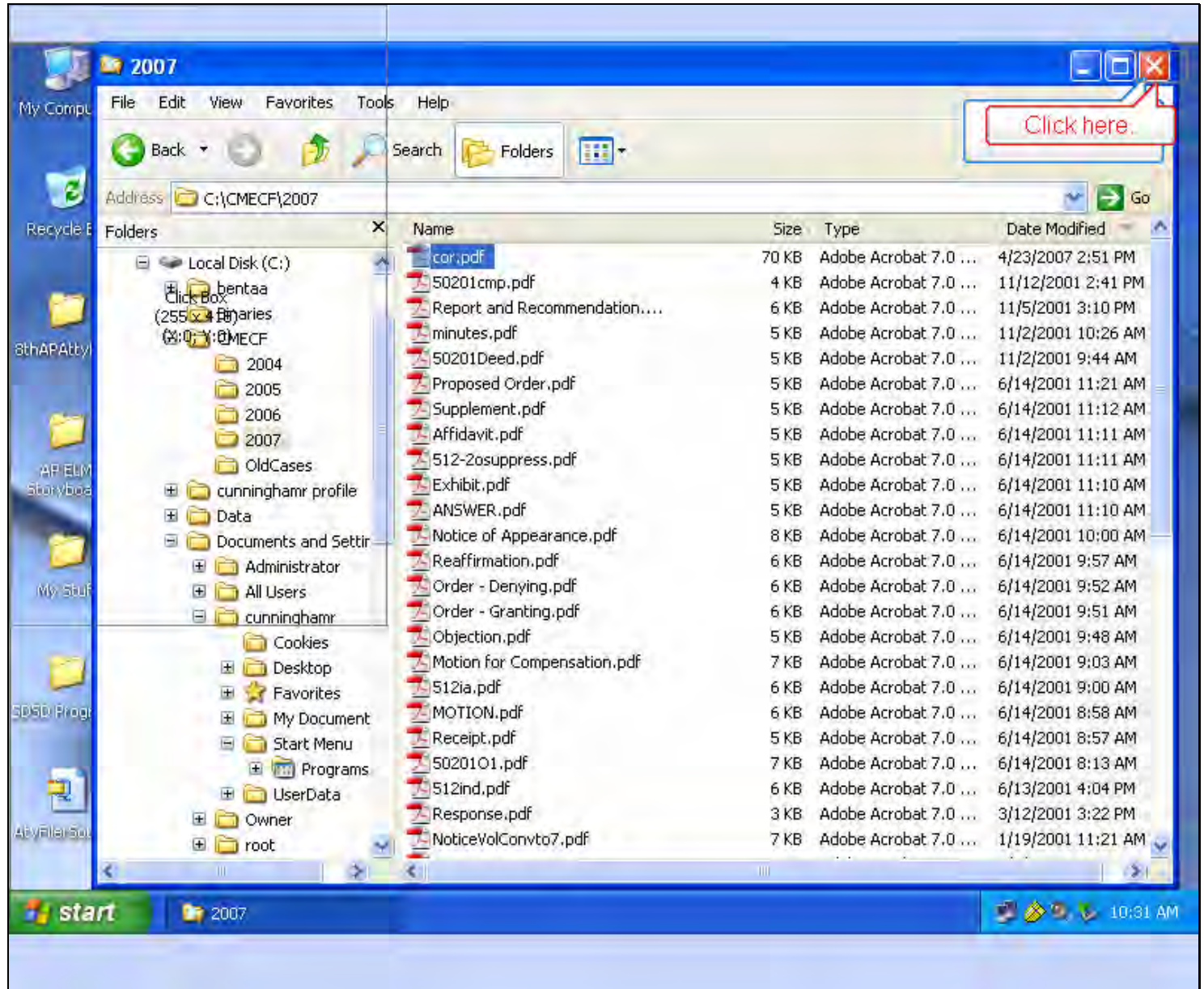
Slide notes

We now know the address of the file we want is C:\CMECF\2007. We can close our Windows Explorer window, log in to the court's CM/ECF application, and file the appearance form.

Close the Explorer window by clicking its X.

Slide 32 - Slide 32

Slide notes

And you're back to the desktop.

On the next screens you will see how to browse for and locate that file while logged in to CM/ECF. We will use screens from the Court of Appeals for the Fourth Circuit as examples.

Slide 33 - Slide 33

Slide notes

We will assume you have logged in already to the Court of Appeals. It is not the intent of this lesson to show you how to docket an appearance form. We will skip ahead in the docketing process to the screen where you have to browse for your cor.pdf file.

Slide 34 - Click Browse in CM/ECF

Slide notes

In the middle of this screen is the segment where you must browse for and select the PDF document you wish to file with this docket entry. To do so, click the Browse... button.

Slide 35 - Slide 35
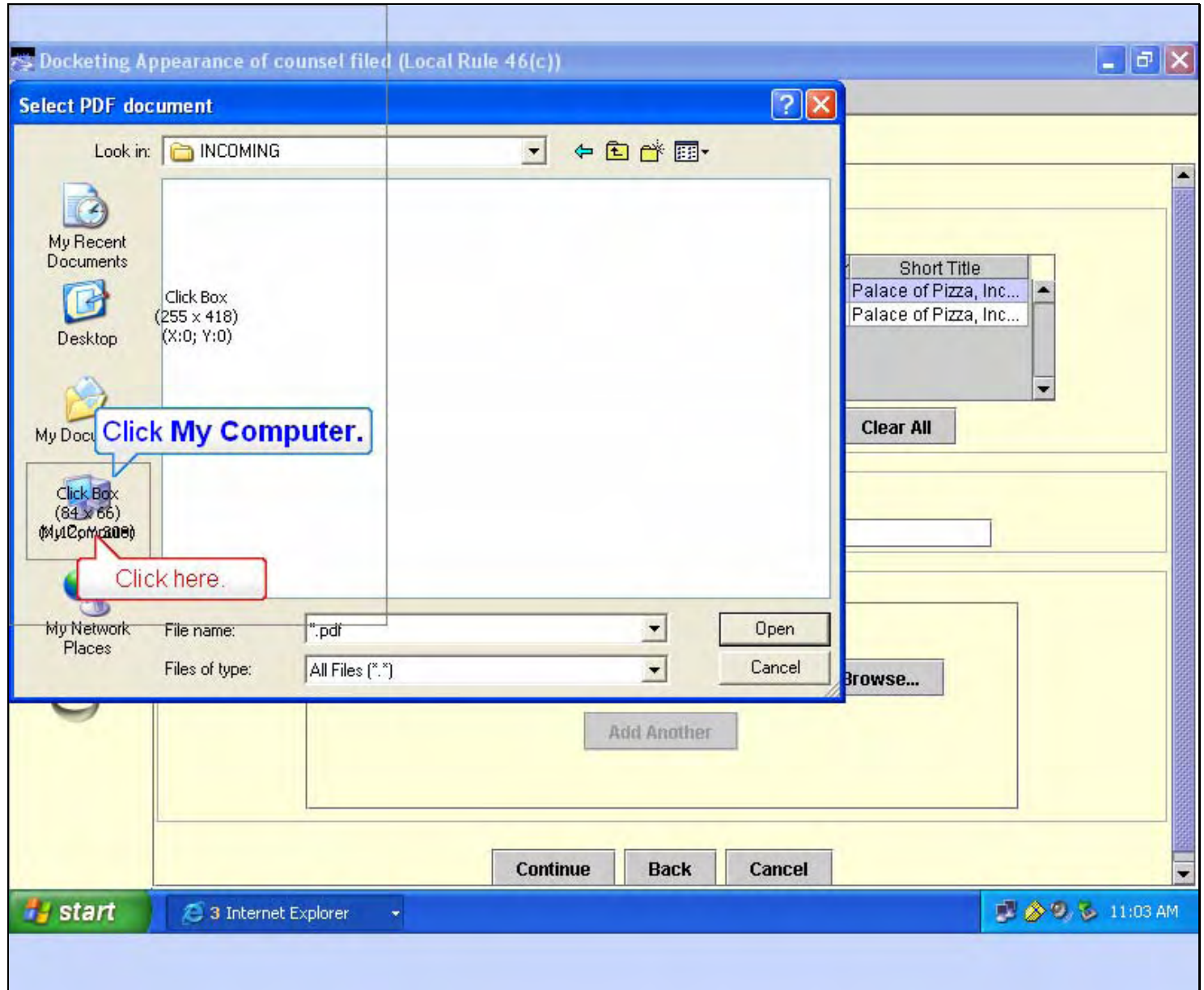
Slide notes

Internet Explorer pops up a dialog box for you to select the PDF document you want to file. This process will be similar to the Windows Explorer techniques we learned earlier in this lesson.

To begin, click My Computer.

Slide 36 - Slide 36
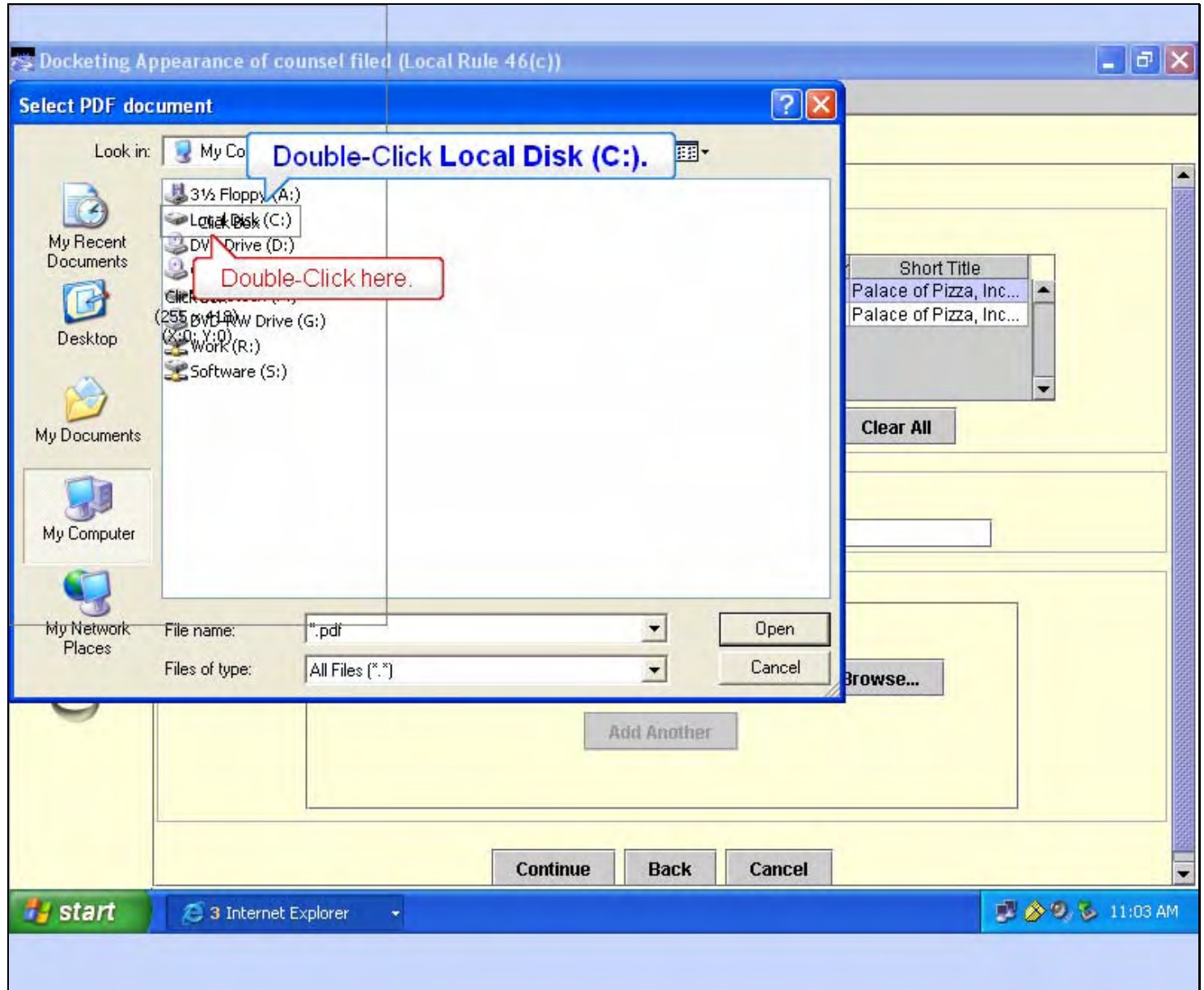
Slide notes

The Look in: field is similar to the Address field we saw in the Windows Explorer earlier. The dialog box is showing you all the disk drives you have access to on your computer.

To select Local Disk (C:), double-click it.

Slide 37 - Slide 37
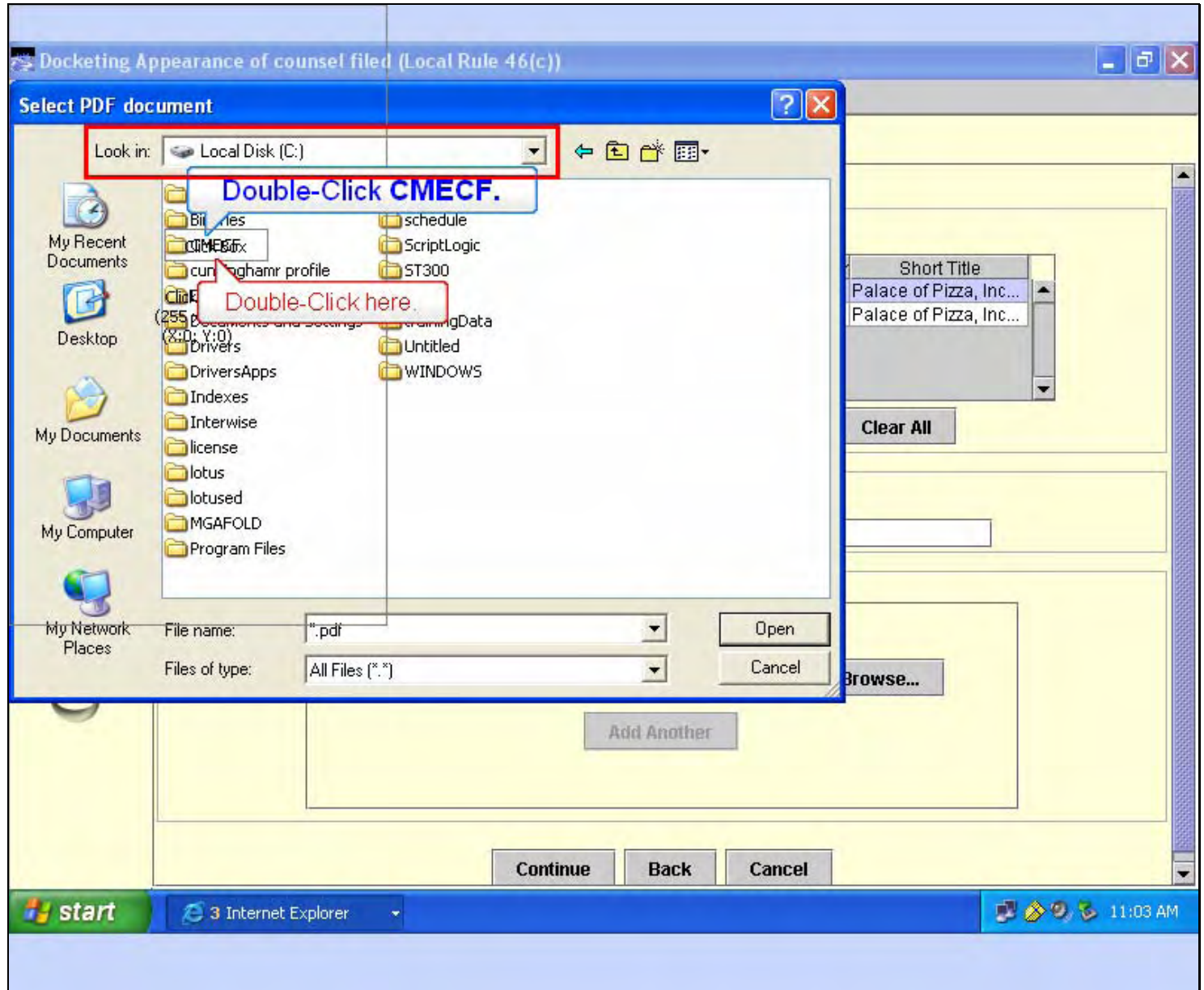
Slide notes

The Look in: field now shows that we are looking at the contents of Local Disk (C:). One of the folders in the contents is CMECF. Double-click that folder to open it.

Slide 38 - Slide 38
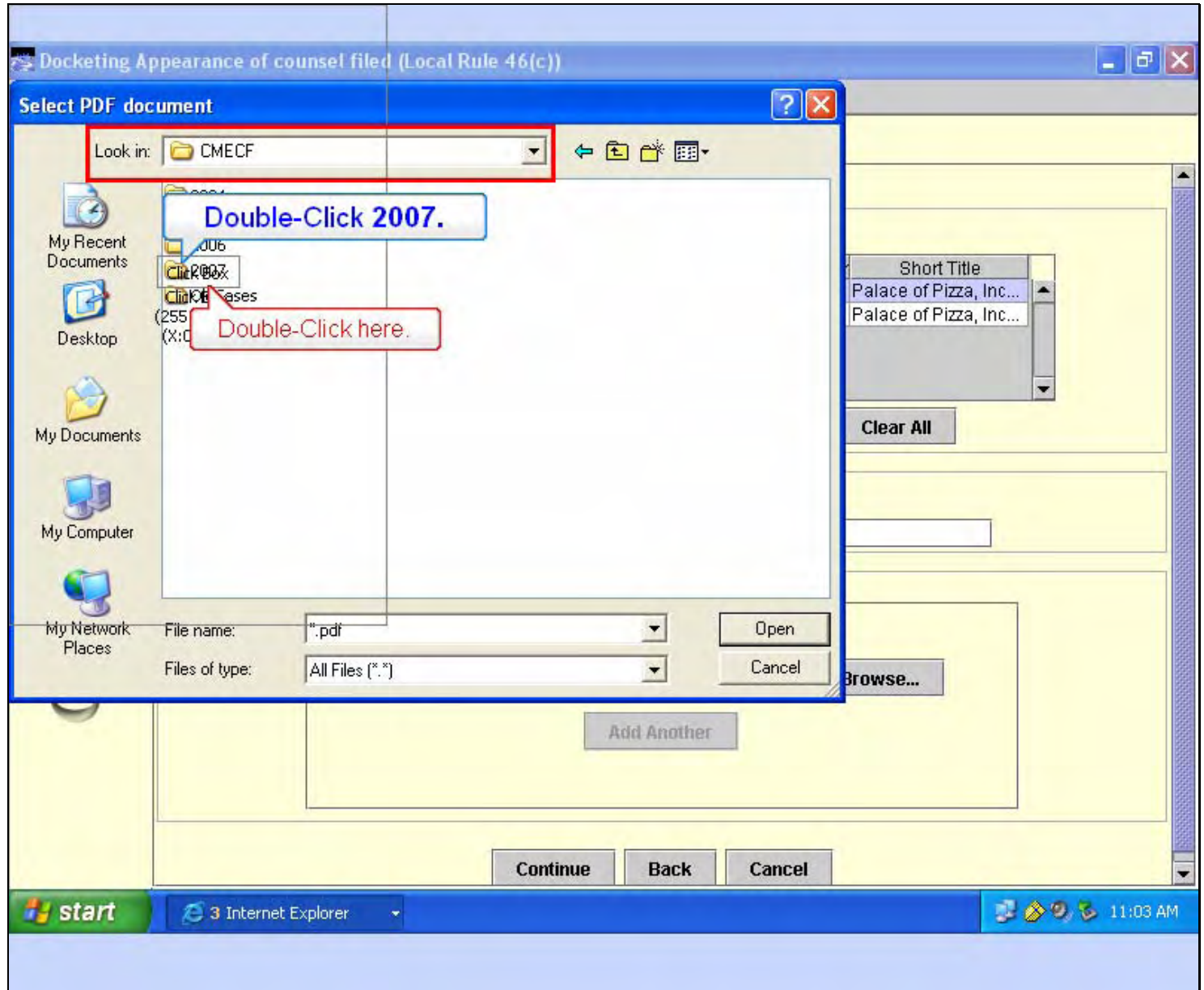
Slide notes

The Look in: field shows we are now looking in the CMECF folder. Notice that it does not show the complete path like Windows Explorer did. Internet Explorer shows only the

current folder.

Our file was in the 2007 folder. Double-click it to open it.

Slide 39 - View File in CM/ECF
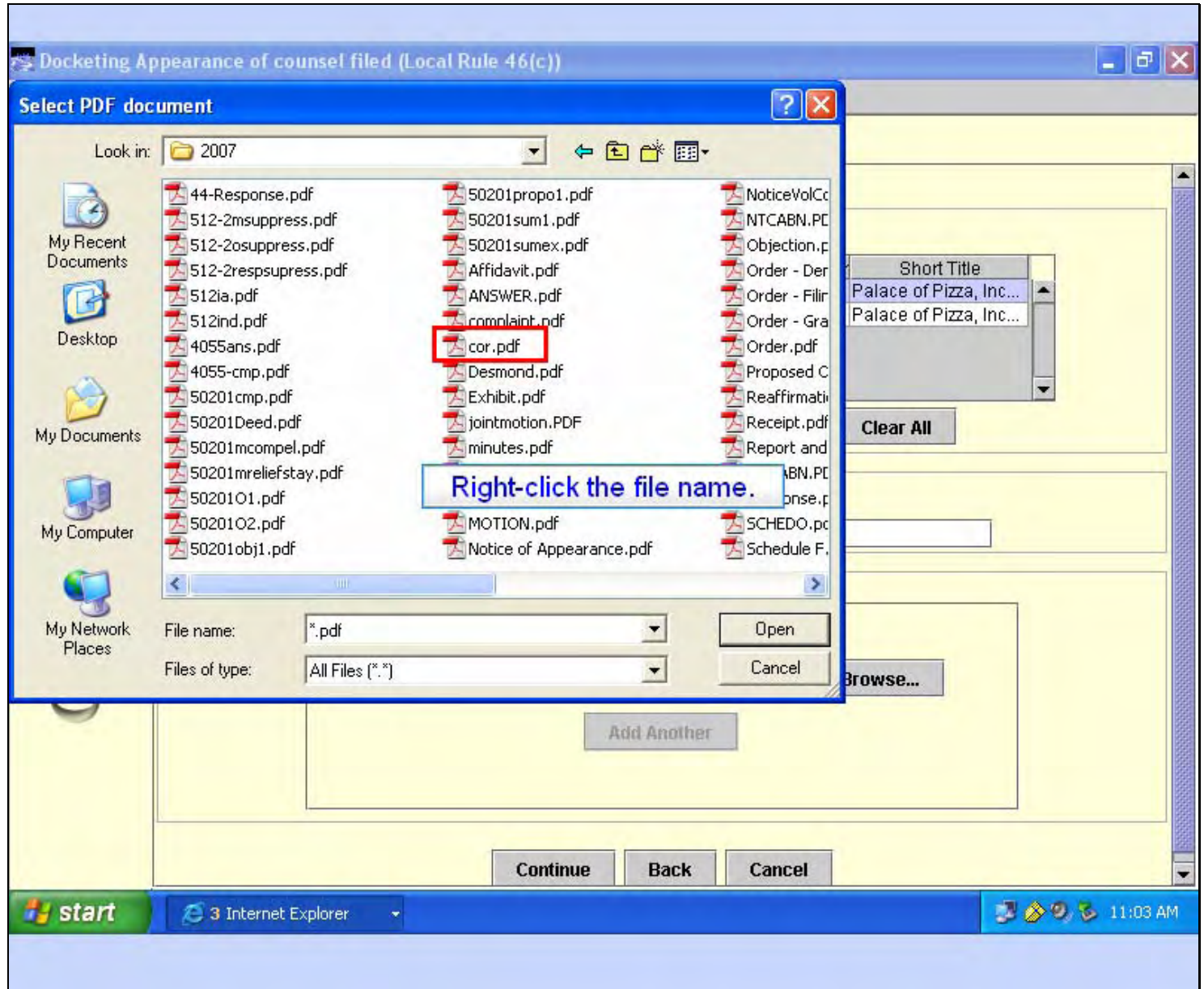
Slide notes

We are now looking in the 2007 folder. And you can see the file named cor.pdf in the list.

It's still a good practice to take one last look at the file to make sure it's what you want to send to the court. The process is the same as it was in Windows Explorer. You would right-click the file name, then select Open with Acrobat. Watch the screen and I'll do that for you again.

Slide 40 - Slide 40
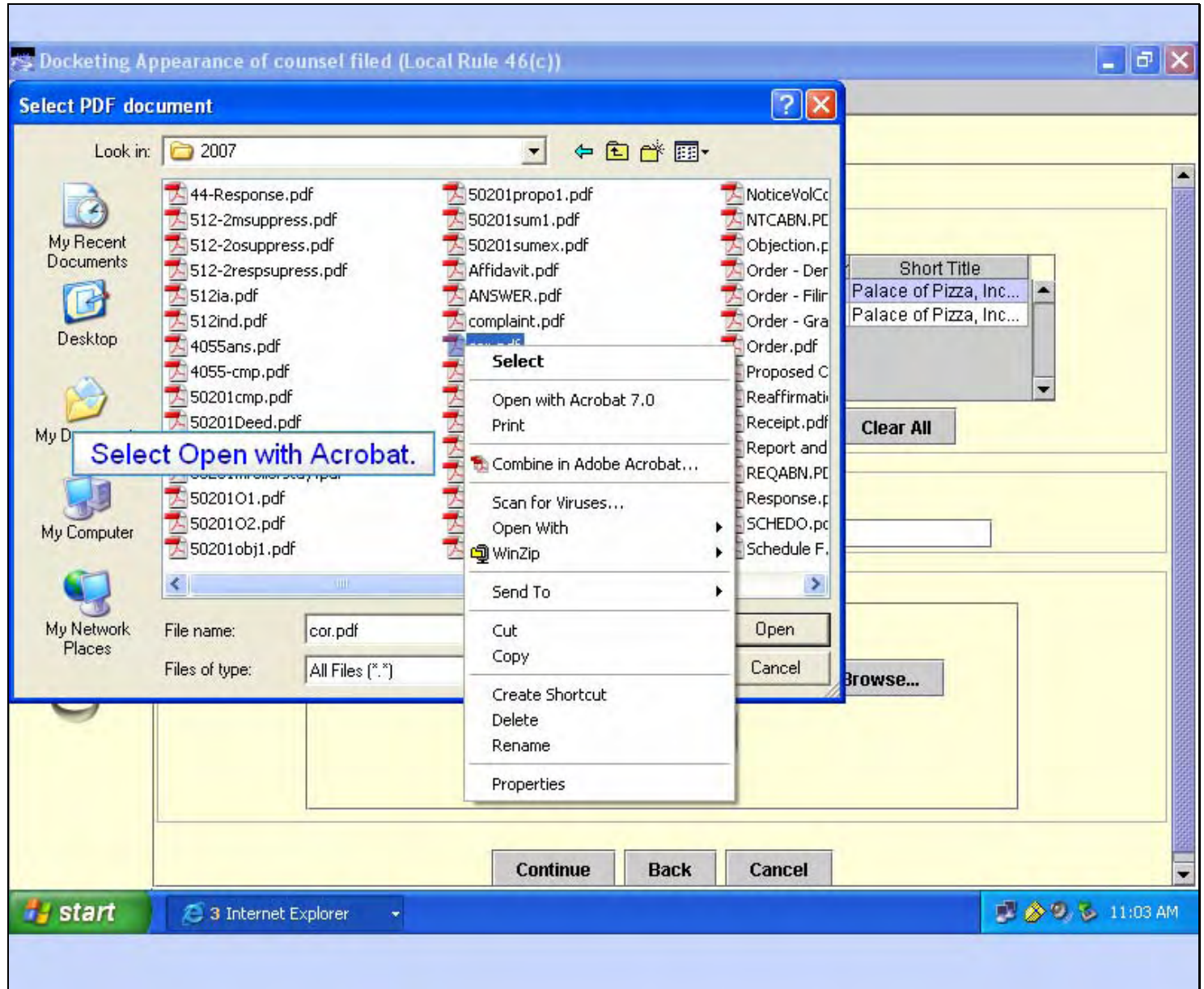
Slide notes

Select Open with Acrobat.

Slide 41 - Slide 41
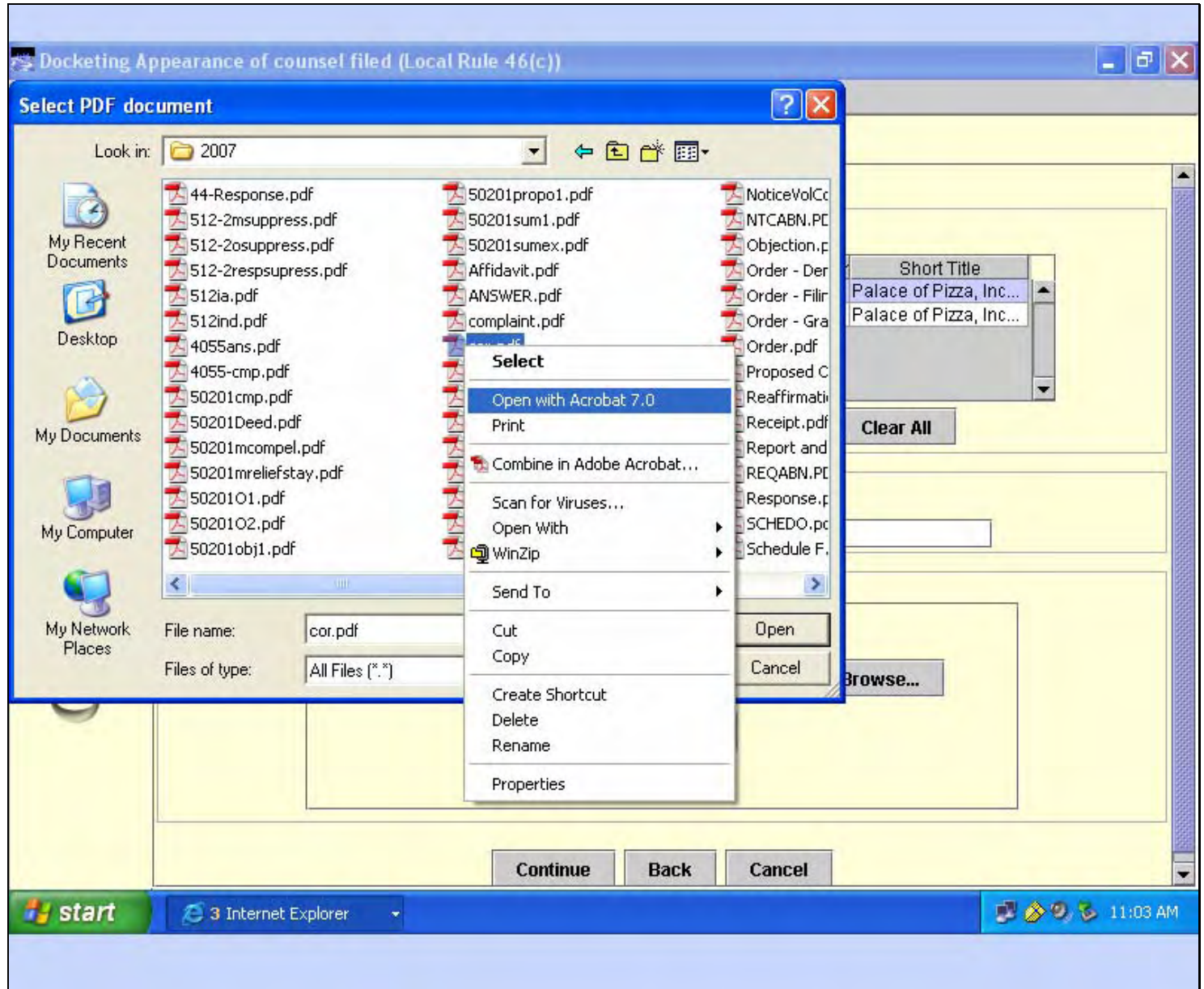
Slide notes

(Note: This is a transition slide.)

Slide 42 - Slide 42
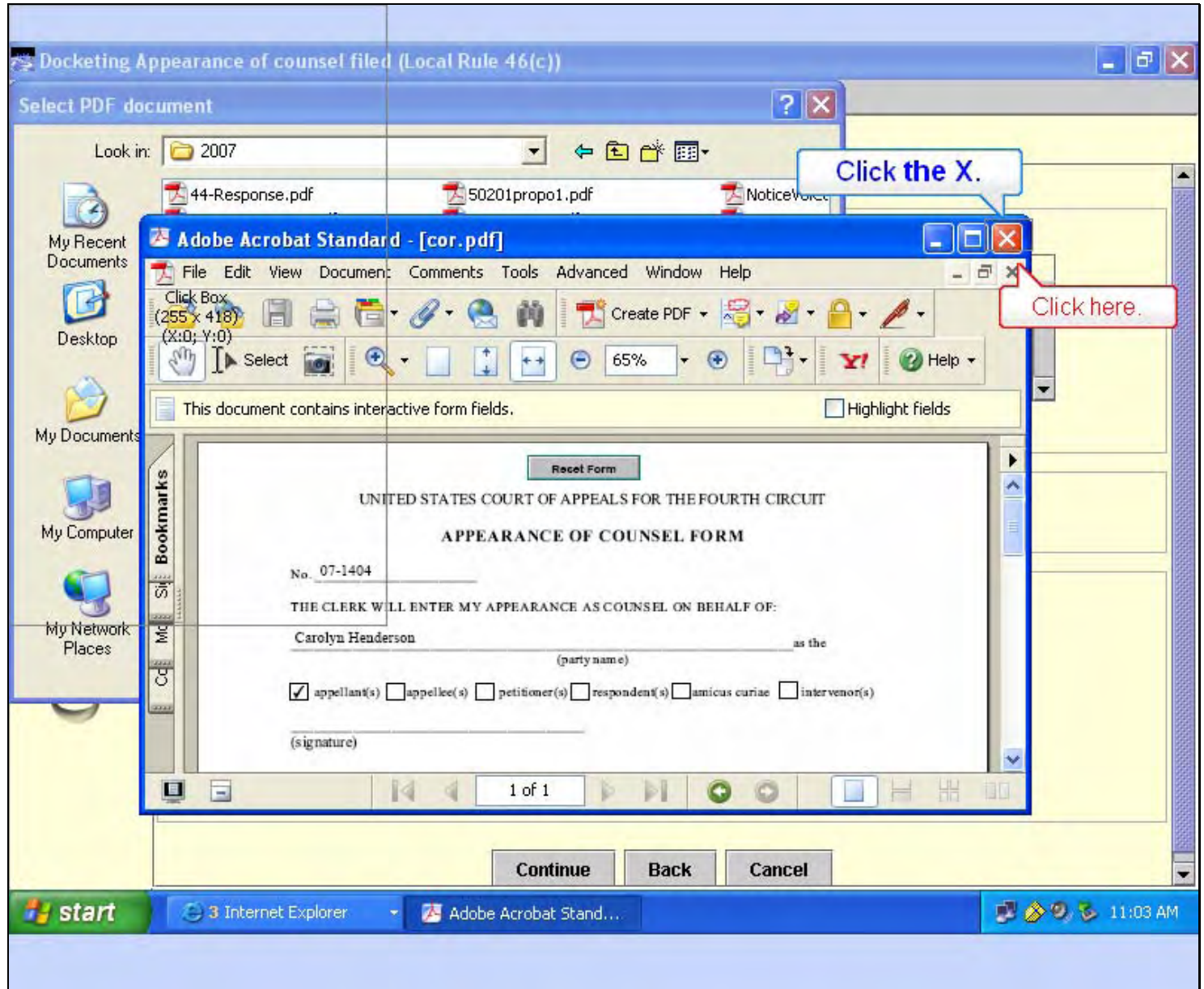
Slide notes

And Adobe Acrobat shows you the file's contents. When you've verified it's the right file, close the Acrobat window by clicking its X.

Slide 43 - Slide 43
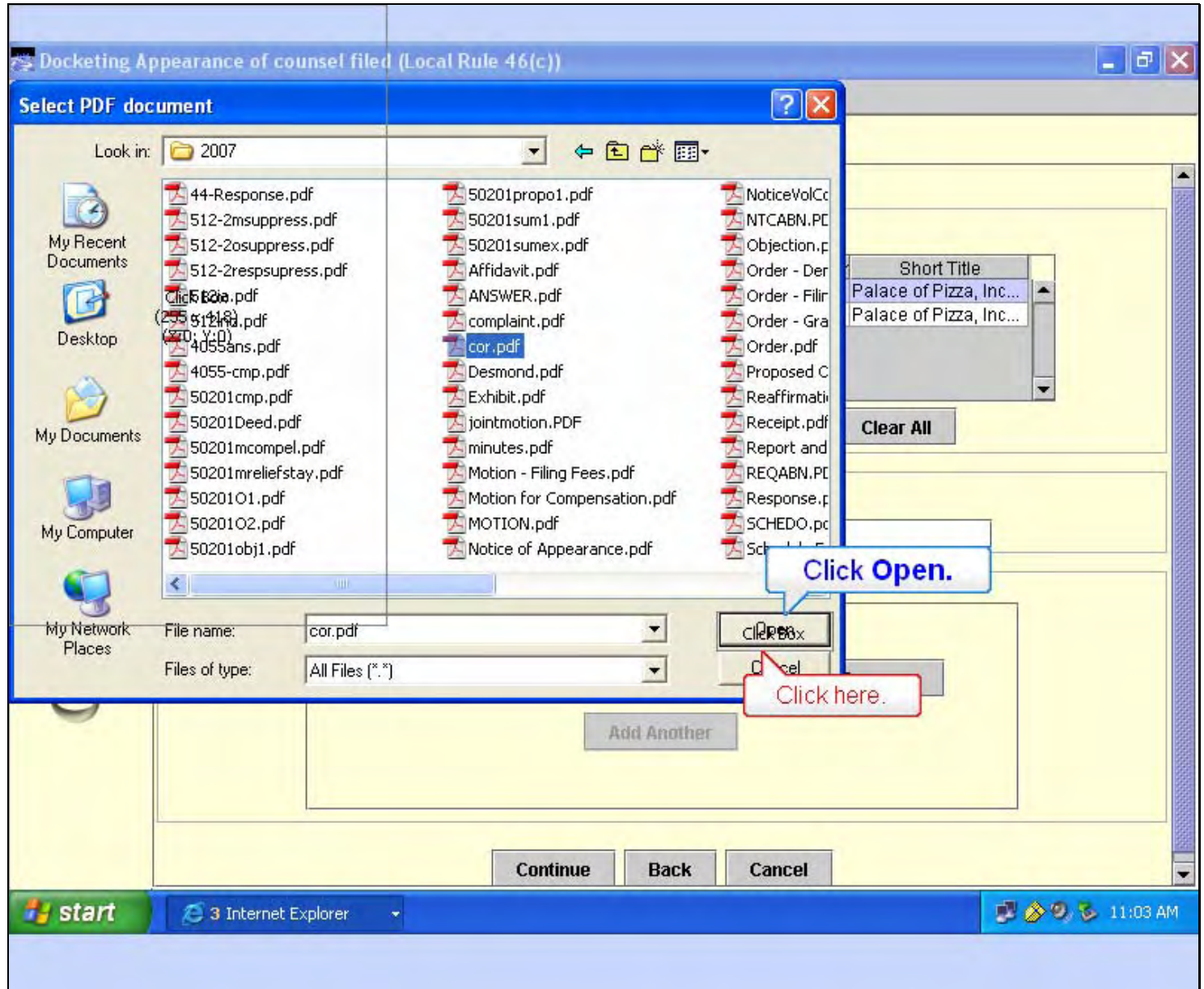
Slide notes

Now that you've verified that cor.pdf is the correct file, click the Open button.

Slide 44 - Slide 44

Slide notes

Notice that CM/ECF has filled in the complete path to your file in the Document field.

At this point you would continue filing your appearance form.

You will use this same technique of browsing through the disk drives and folders on your computer to locate any PDF document you wish to file with the CM/ECF application.

Slide 45 - Summary

Slide notes

This concludes this lesson module on Windows Navigation. You now know how to do the items listed on this screen.

You may exit this lesson by selecting Exit the Lesson from the Menu, or you may close this lesson's window by clicking its X. Or you may use the navigation features of this lesson module to return to any desired section of the lesson.
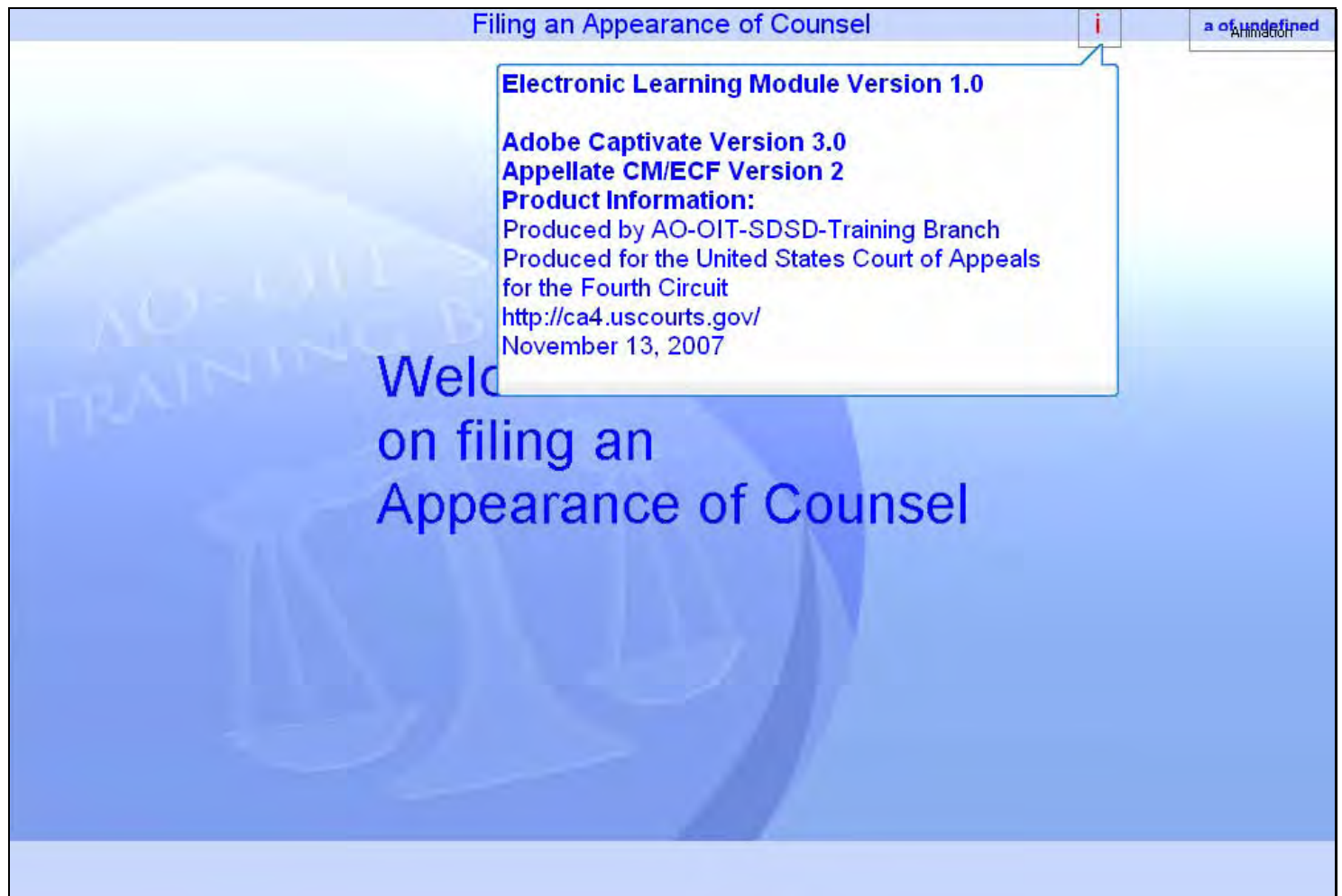
Slide 46 - Goodbye

Slide notes

Goodbye.

Slide 1 - Welcome

Slide notes

Welcome to the lesson on filing an Appearance of Counsel.

Slide 2 - Navigation Instructions

Navigation Instructions

In order to closely simulate the CM/ECF application, each screen in this lesson will contain instructions for you to follow that mimic the actual software. Follow those instructions to progress through the lesson.

You may also use the playback controls at the bottom of each screen. You may move forward or back and you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.

There is also a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

For version information about this lesson module, roll your mouse over the "i" in the heading.

To exit the lesson, click the **X** in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **Start** button when you're ready.
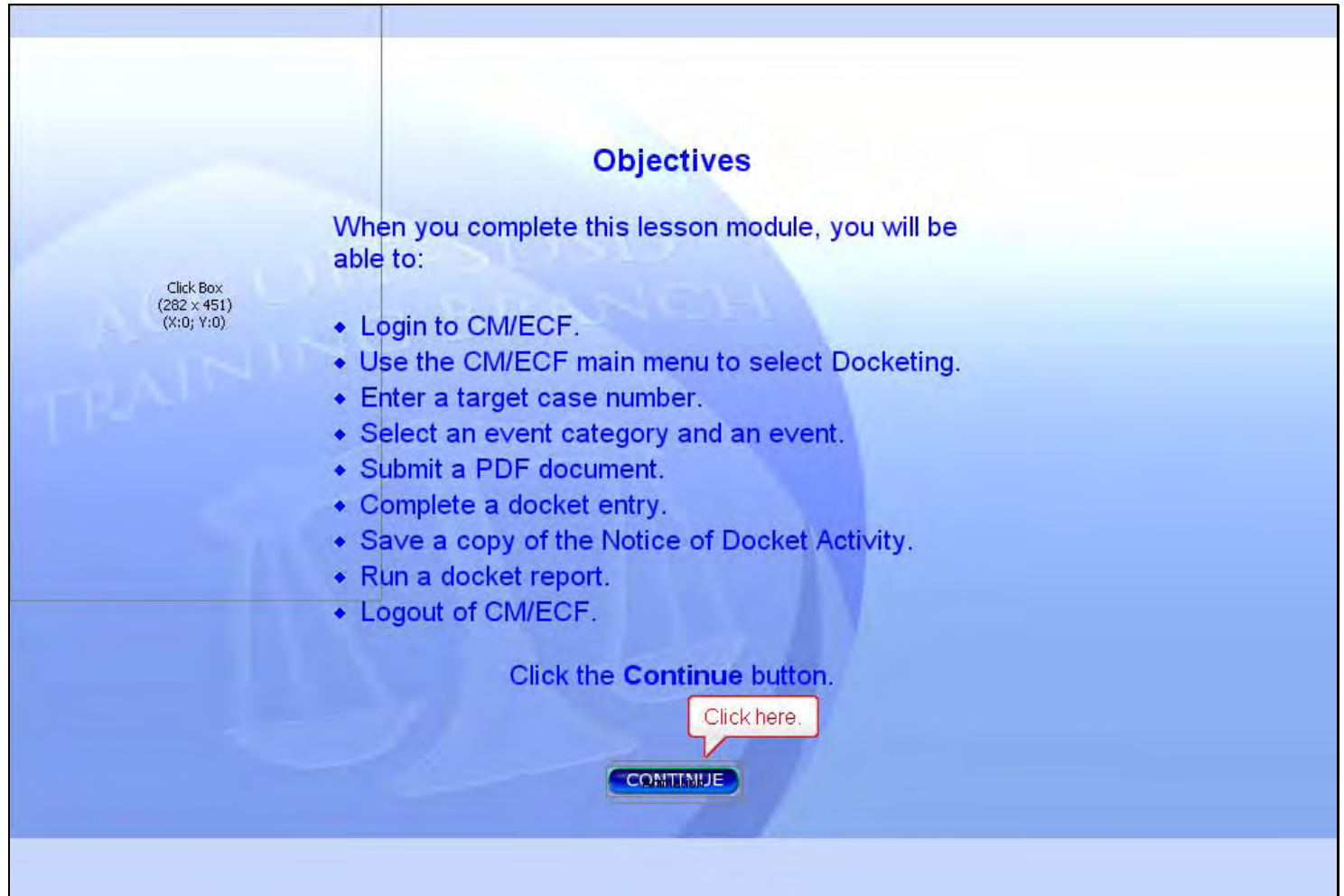
Click here.

START

Slide notes

These are the instructions on navigating through this lesson module. When you're ready to start the lesson, click the Start button.

Slide 3 - Objectives

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete it. Click the Continue button.

Slide 4 - Slide 4

Slide notes

We'll begin by logging into the CM/ECF application. We have used Internet Explorer to navigate to the court's CM/ECF web site. On this page, click the hyperlink for the CM/ECF Document Filing System.

Slide 5 - Login Screen

Slide notes

The Appellate CM/ECF Login page loads. On this screen you need to enter the login and password that were assigned to you for electronic filing purposes. This is different than the normal PACER login and password used for retrieving information from the PACER Service Center.

Both the login and the password are case sensitive. This means you must enter them in upper or lower case exactly as they were assigned to you.

The Client Code is optional. It's used to help you keep track of PACER fees by client.

We'll begin by entering your login. For this lesson module, we will assume your are John H. Attorney, and you are going to file an appearance of counsel form for Carolyn Henderson, the appellant in one of your cases. In the Login field, type "jattorney", then press the TAB key.

Slide 6 - Slide 6

Slide notes

In the Password field, type "Test2004" (with a capital T), then press the TAB key.

Slide 7 - Slide 7

Slide notes

For the Client Code, type "Henderson", then click the Login button.

Slide 8 - Slide 8
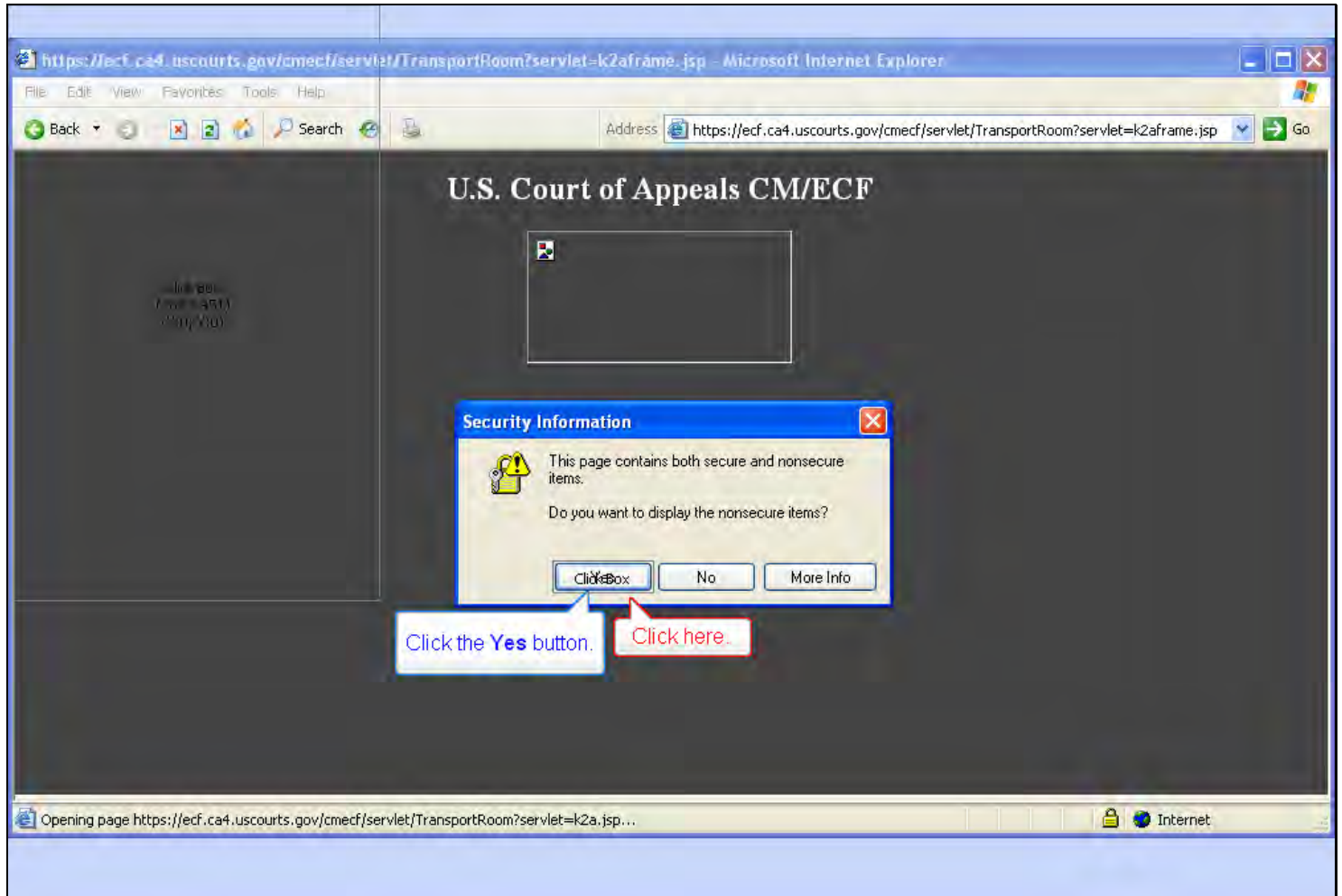
Slide notes

Since you're connecting to a secure web site, the browser shows you a security information dialog box. Click the Yes button to continue.

Slide 9 - Slide 9
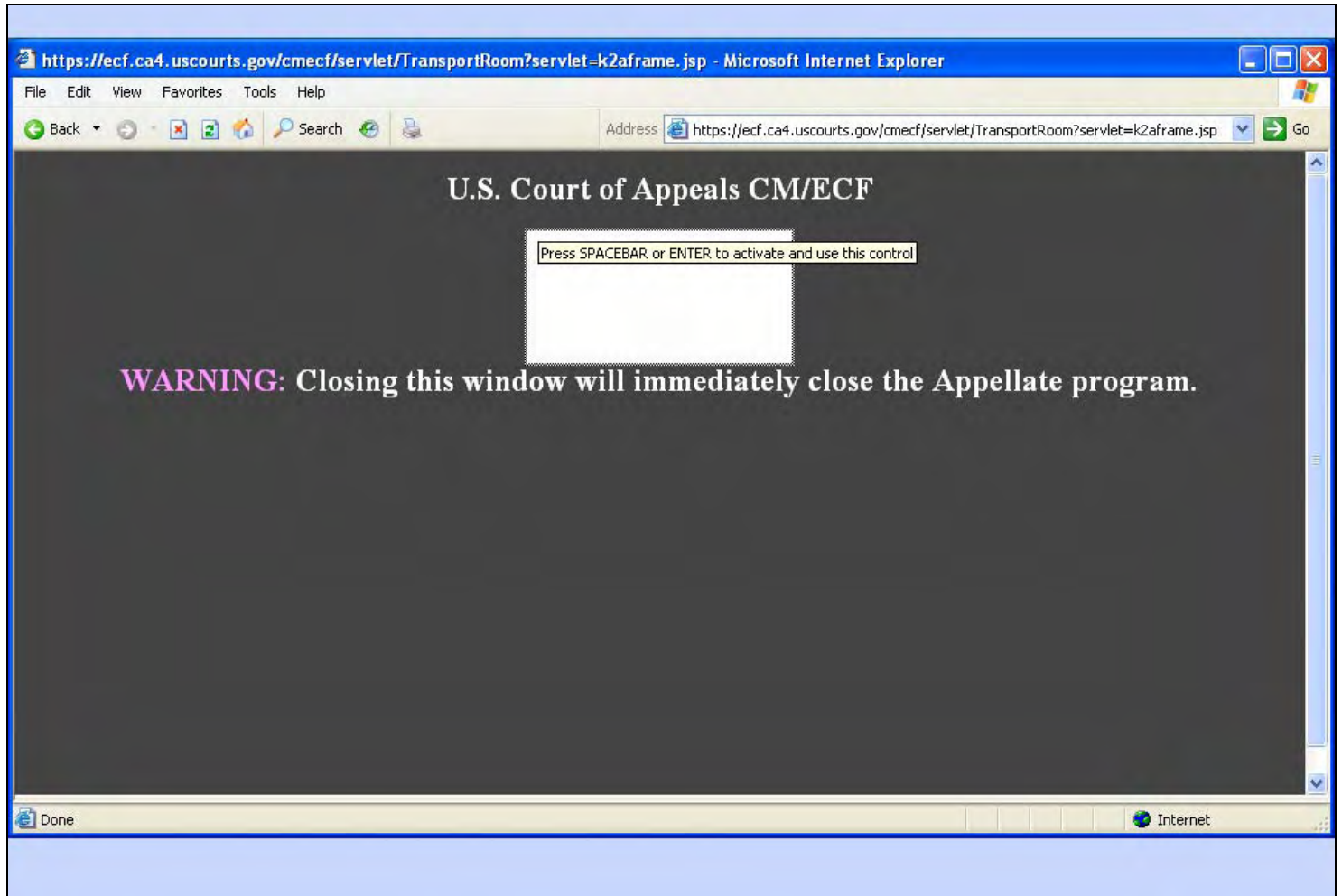
Slide notes

(Note: This is a transition slide.)

Slide 10 - Slide 10
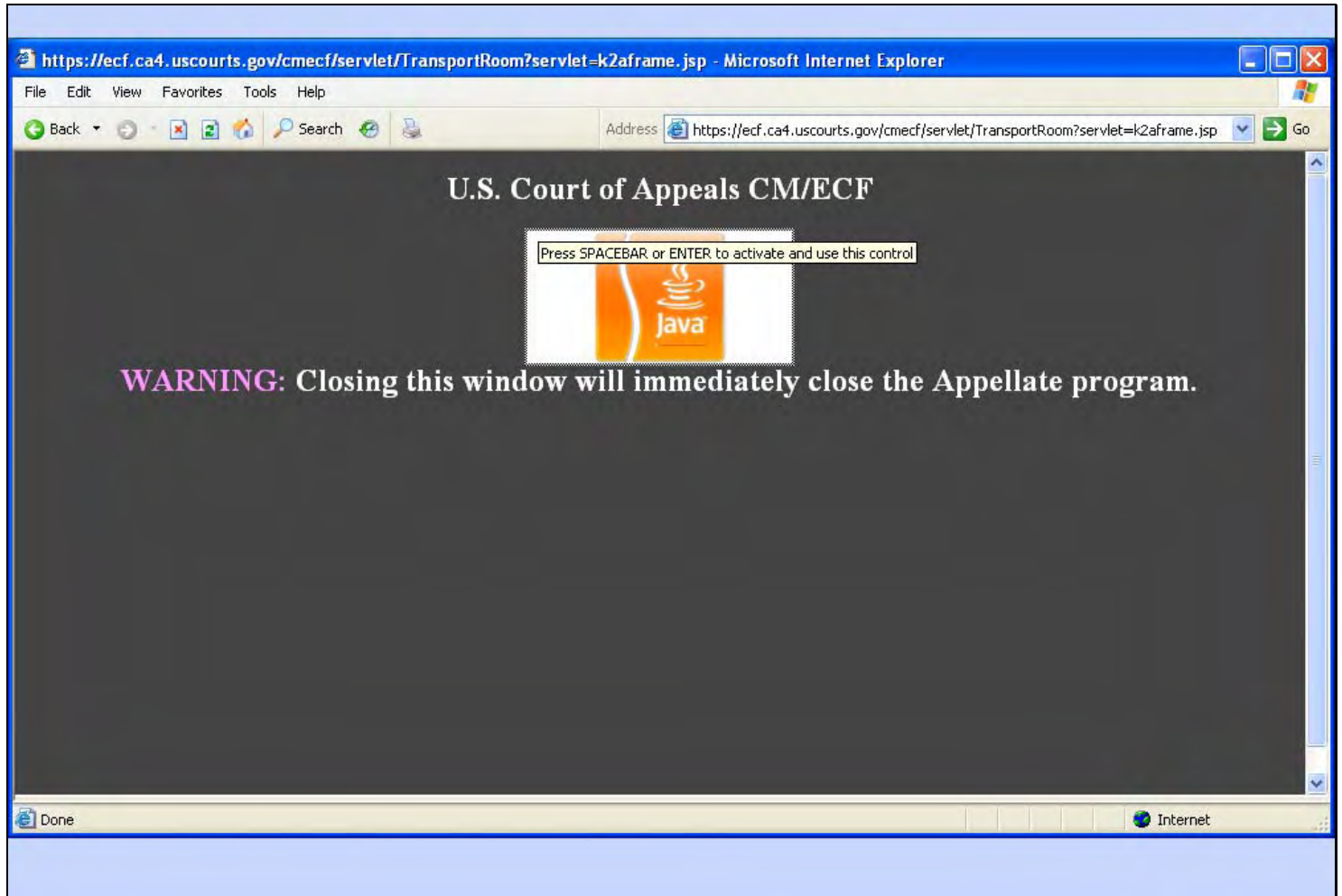
Slide notes

(Note: This is a transition slide.)

Slide 11 - Slide 11
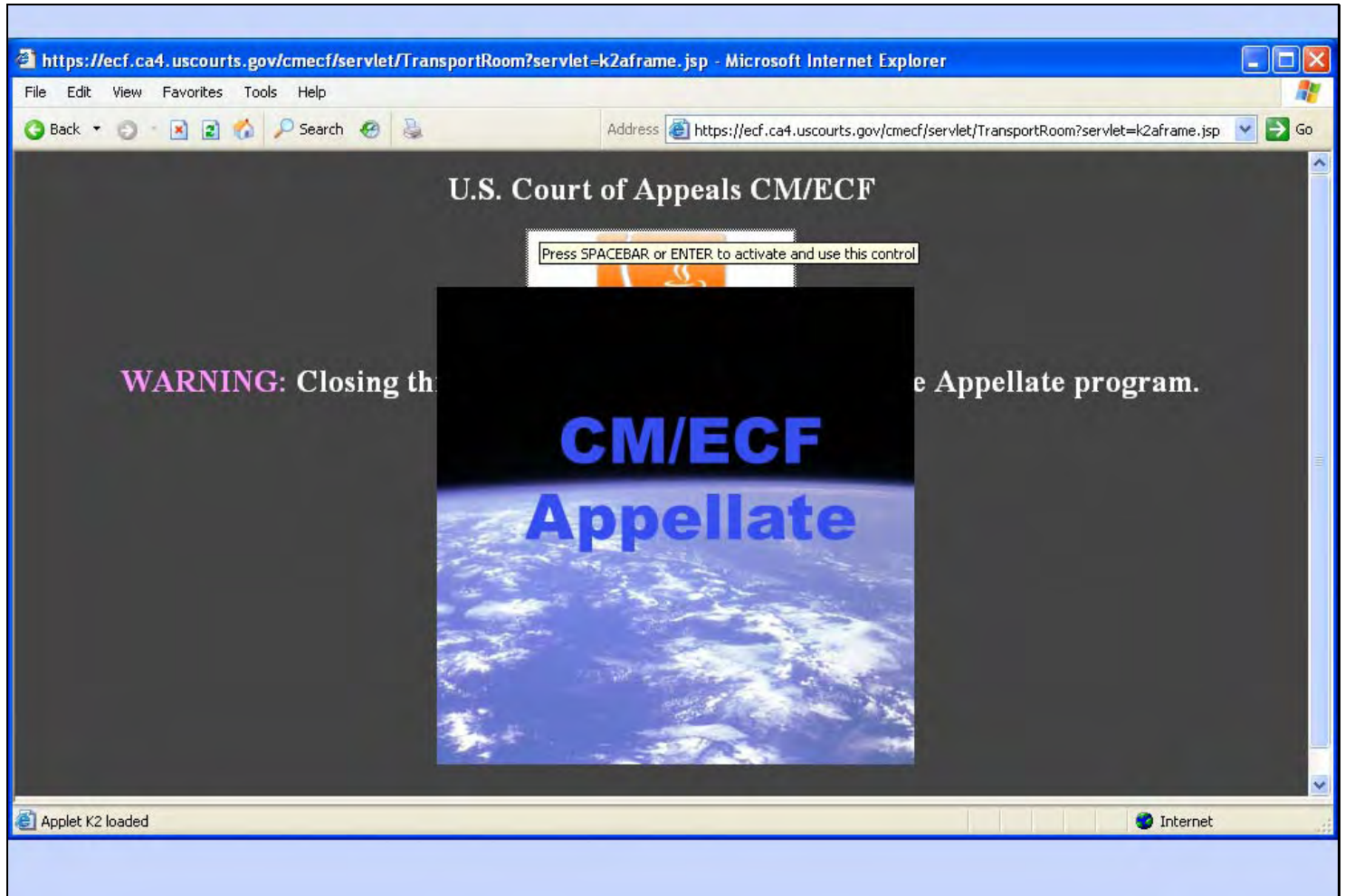
Slide notes

(Note: This is a transition slide.)

Slide 12 - Startup Page

Slide notes

When the login process is completed, CM/ECF shows you the Startup Page. There's a menu at the top of the page. This is the main CM/ECF menu.

To begin filing your appearance form, click the Docketing menu item.

Slide 13 - Slide 13

Slide notes

Now click Docketing again.

Slide 14 - Slide 14
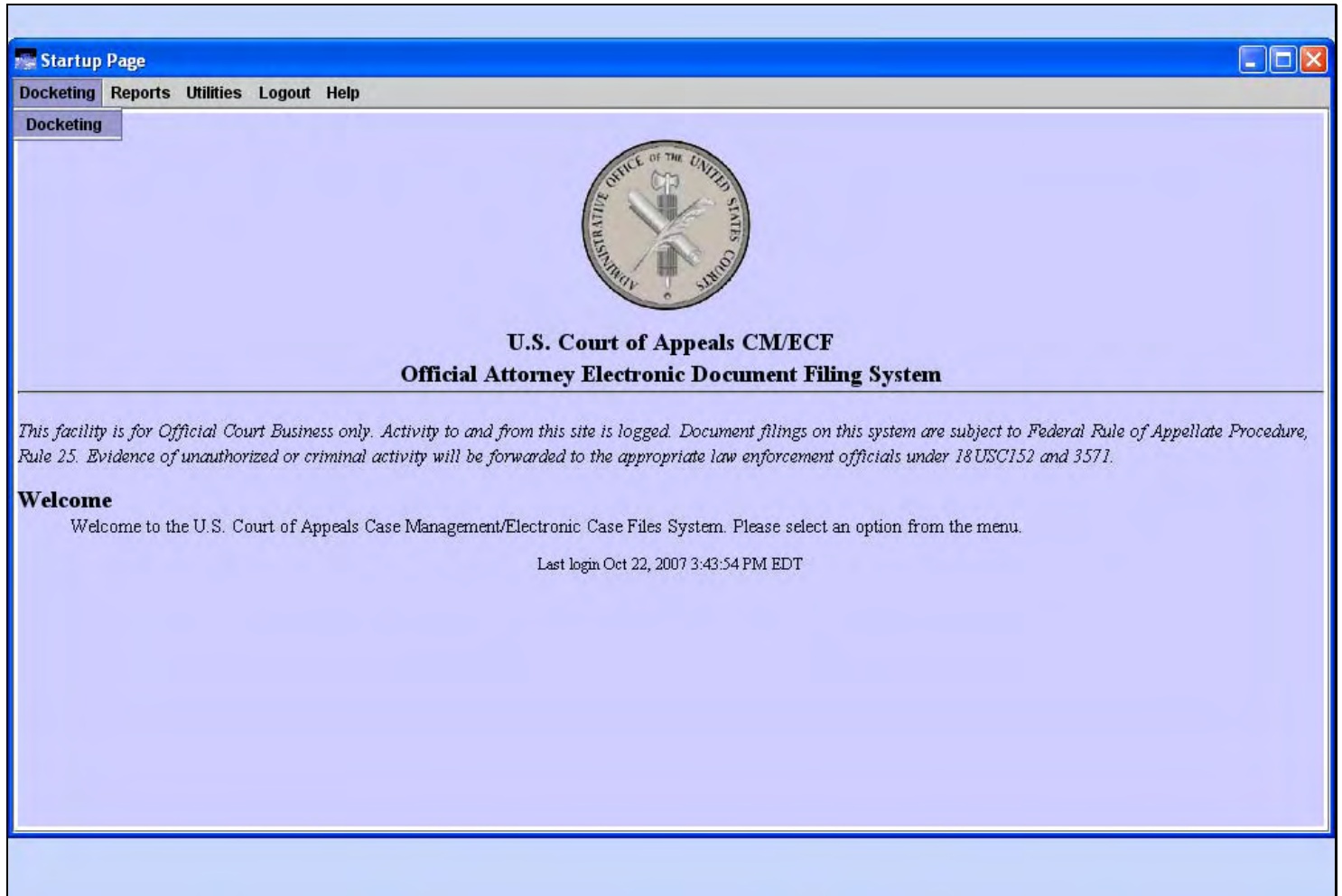
Slide notes

(Note: This is a transition slide.)

Slide 15 - Event Selection

Slide notes

The Docketing window opens and displays the Event Selection screen segment.

Before you begin filing anything, you must first enter the target case number. The case number is made up of a two-digit year, followed by a dash, and then a number. For our practice case, enter case number 07-1404, then press the TAB key.

Slide 16 - Slide 16

Slide notes

CM/ECF retrieves the case title for the case number you entered and displays it at the top of the screen. You should first verify that this is the correct case before you continue.

You'll notice the system uses the current date as the Filed Date.

Also note that CM/ECF instructions to you on the screens are in blue text. If you're ever unsure about what to do, be sure to read the instructional text on the screen.

You must now tell CM/ECF what you are adding to the docket of this case by selecting an event category in the left pane, then an event in the right pane. You do this by clicking a radio button for the category, then a radio button for the event within that category. As you click the button for an event category in the left pane, the events list in the right pane will change to reflect the events in that selected category.

You can get a list of the categories and events within each category from the court's web site.

For our appearance of counsel form, the correct category is Forms, Notices & Filing Fees. That category is already selected by default, and the events in the right pane are all the events in that category. Notice the list of events has a scroll bar, and it may be necessary to scroll down to locate the specific event you need.

In this case, the first event in the list is Appearance of counsel filed (Local Rule 46(c)). Click the radio button for that event to select it.

Slide 17 - Slide 17

Slide notes

Now that you have the correct category in the left pane and the correct event in the right pane both selected, click the down arrow in the scroll bar to scroll down.

Slide 18 - Slide 18

Slide notes

If you were filing a document in consolidated cases, the Applied Case Selection box would have those related cases listed along with your target case. As the blue instructional text indicates, you would select the appropriate related cases here before you continue. Since our practice case has no related cases, our filing only affects our target case.

Click the Docket Event button.

Slide 19 - Slide 19

Slide notes

(Note: This is a transition slide.)

Slide 20 - Slide 20

Slide notes

A new window opens with the screens for docketing the Appearance of Counsel form.

First, you must select the filer of this document. Click the check box for Carolyn Henderson.

Slide 21 - Slide 21

Slide notes

Now, enter John H. Attorney in the Name of Attorney Field.

After the name is entered, the next step is to locate the Appearance of Counsel form that you are going to file electronically. This form must be in Portable Document Format, or PDF. To locate the form, click the Browse ... button to browse through the folders on your computer to locate the form.

Slide 22 - Select PDF
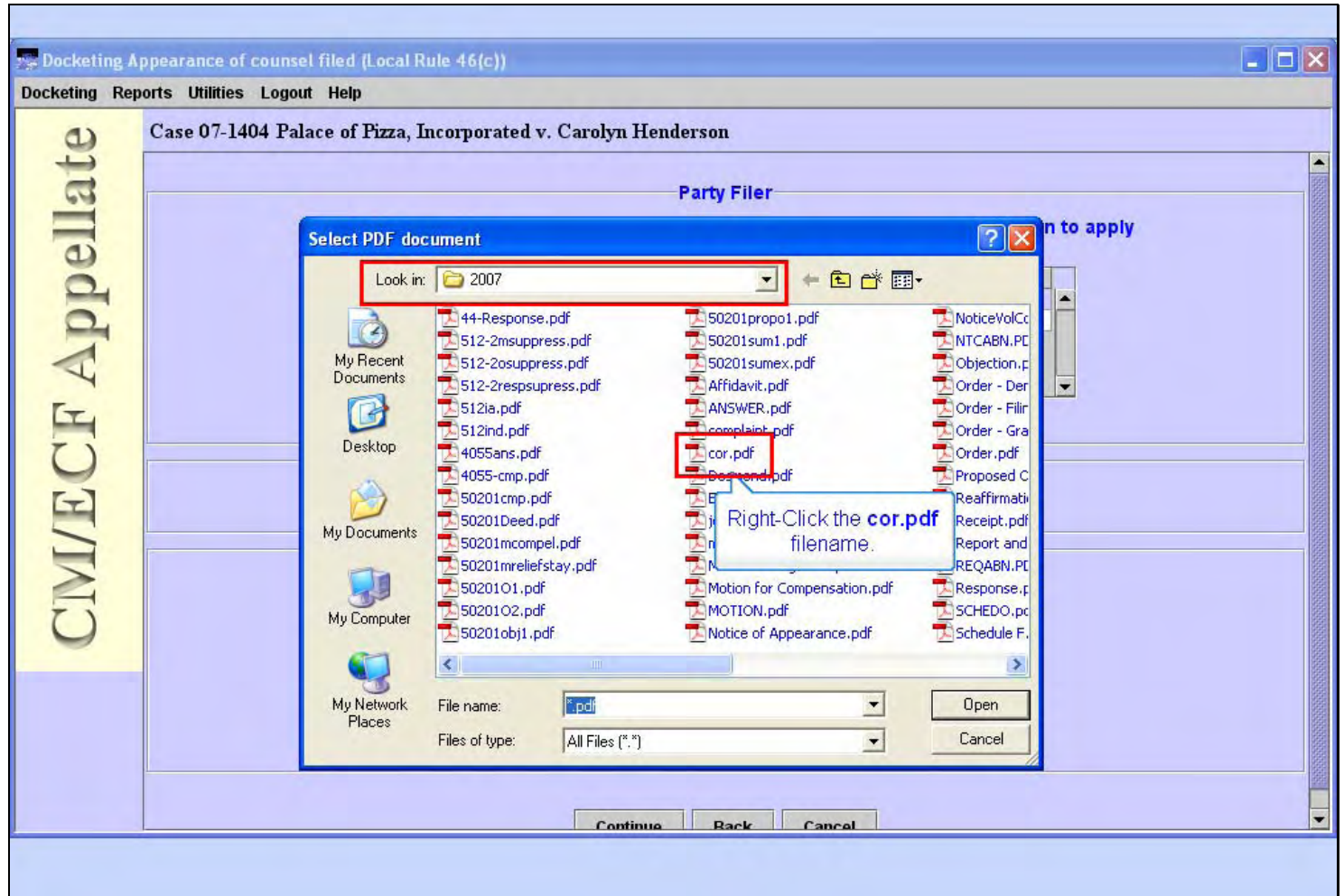
Slide notes

A Select PDF document dialog box opens. For more information about how to browse the folders on your computer, see the lesson module on Windows Navigation.

This dialog box indicates we are looking in a folder named 2007 at PDF files. The one we want to file is named cor.pdf. But we should make sure it's the correct file. A good practice is to take a quick look at the contents of the file before we submit it to the court. The way to do that is to right-click the filename, then from the drop down menu select Open with Acrobat.

Watch your screen as I do that for you.

Slide 23 - Slide 23
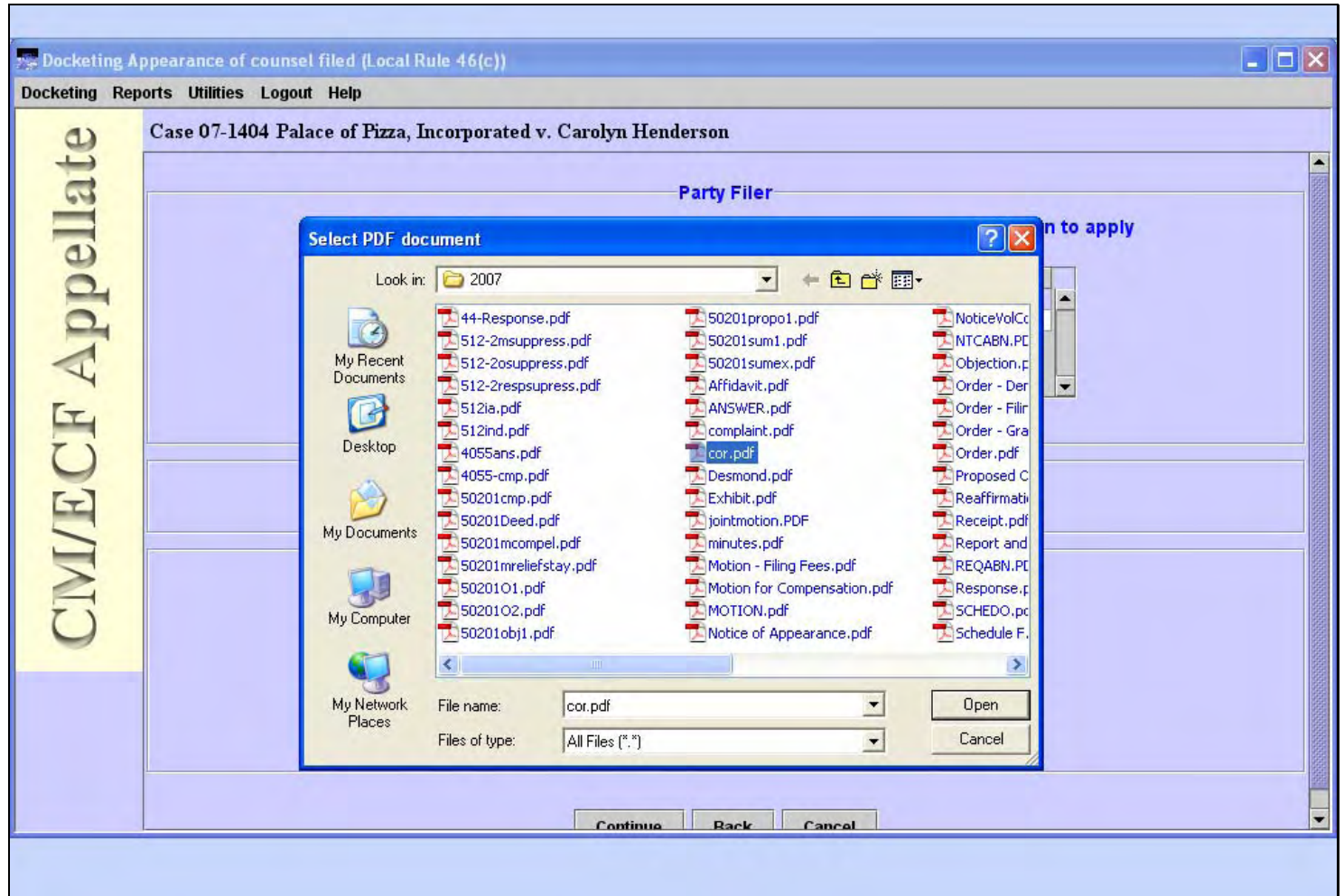
Slide notes

Right Click the file name.

Slide 24 - Slide 24
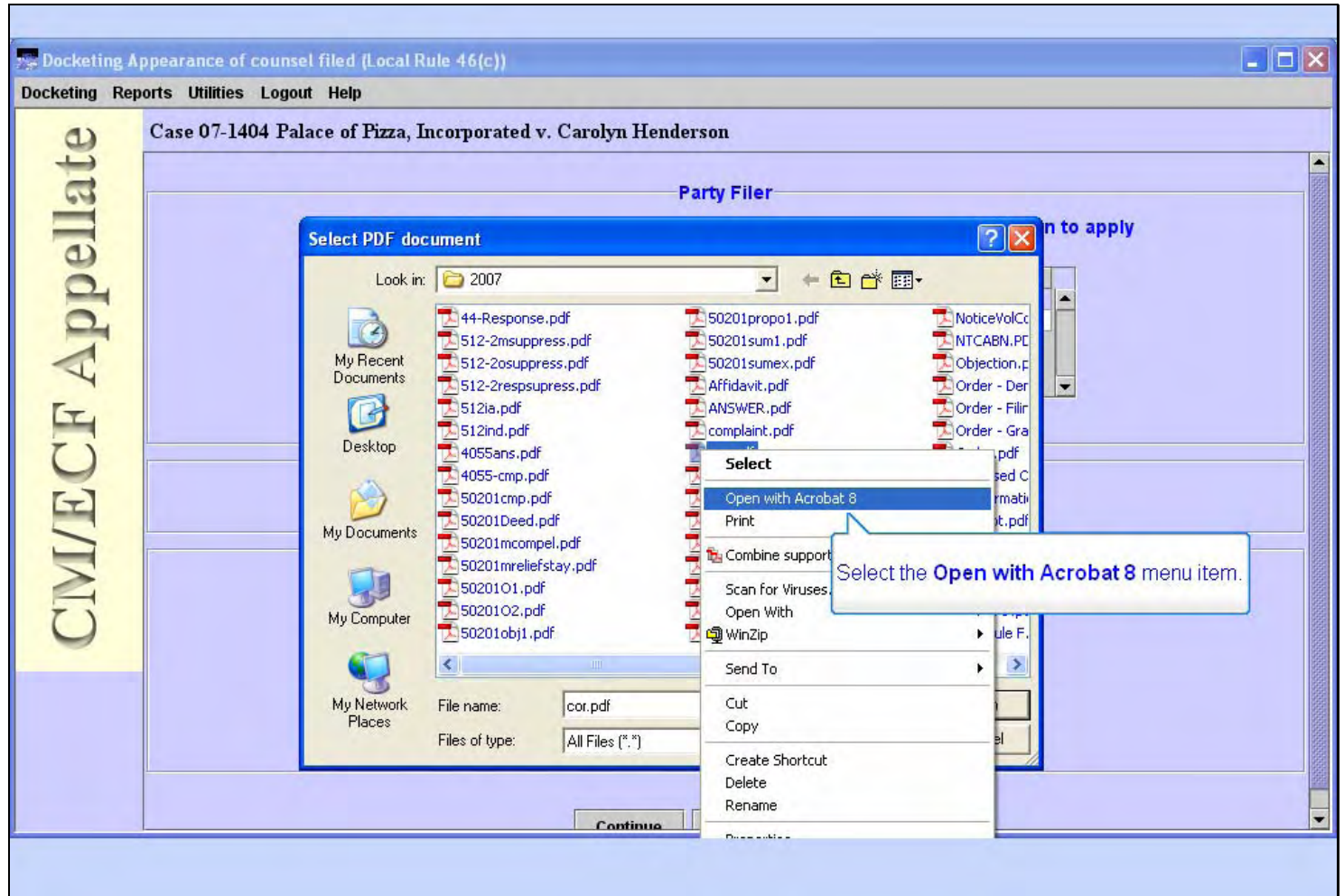
Slide notes

Then select Open with Acrobat 8.

Slide 25 - Slide 25

Slide notes

(Note: This is a transition slide.)

Slide 26 - Slide 26

Slide notes

(Note: This is a transition slide.)

Slide 27 - Slide 27

Slide notes

Adobe Acrobat opens the file and displays its contents to you. Click the down arrow in the scroll bar to scroll down some.

Slide 28 - Slide 28

Slide notes

After you have verified that this is the correct document, you may close the Acrobat window by clicking its close button.

Slide 29 - Slide 29
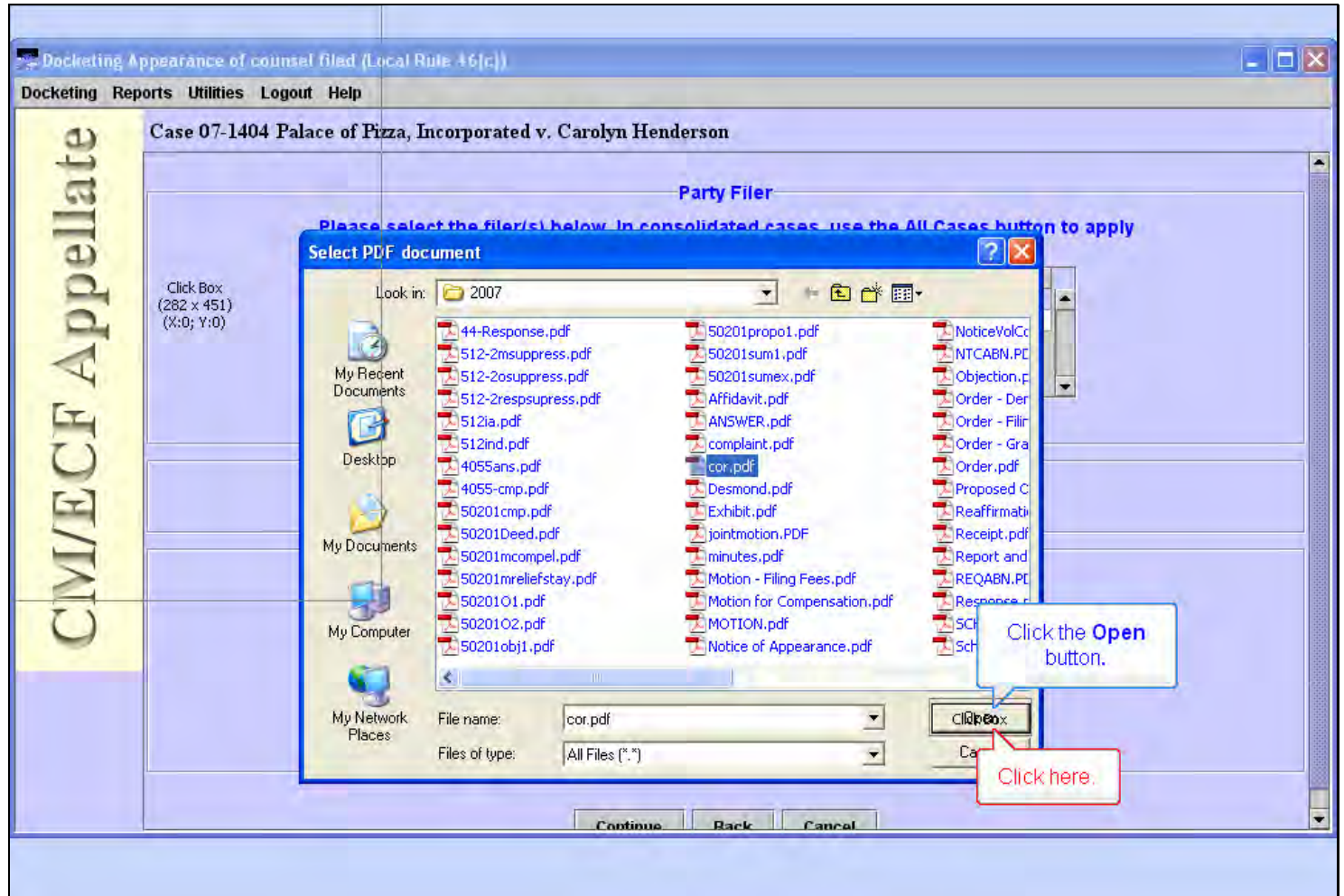
Slide notes

Now that we know this is the correct appearance form, click the Open button.

Slide 30 - Slide 30

Slide notes

CM/ECF fills in the path and file name of the document you are filing. If you had other documents, such as attachments, you could click the Add Another button and repeat the process for each PDF file.

Click the down arrow to scroll down a bit.

Slide 31 - Slide 31

Slide notes

At the bottom of the screen are three buttons. You would click Continue to continue with this event, or click Back to back up to the previous screen in this event, or Cancel to cancel this transaction altogether. For this lesson, click the Continue button.

Slide 32 - Slide 32

Slide notes

(Note: This is a transition slide.)

Slide 33 - Slide 33

Slide notes

CM/ECF builds a docket entry as you go through the screens to file your document. This screen shows you the docket text it has created based on your inputs so far. If anything looks incorrect at this point, you should click the Back button to back up and correct any entries.

We will assume everything is correct, so click the Continue button.

Slide 34 - Submit Docket Entry

Slide notes

This is the "point of no return". As the message indicates, once you click the Submit button on this screen, your transaction is then submitted to the court. You will have no further opportunity to back up and change anything. So be sure the text says what it should say.

Click Submit.

Slide 35 - Slide 35

Slide notes

(Note: This is a transition slide.)

Slide 36 - Slide 36

Slide notes

Once the CM/ECF server has received your transaction, you will see this dialog box indicating the docketed transaction has been completed. Click the OK button.

Slide 37 - Slide 37

Slide notes

(Note: This is a transition slide.)

Slide 38 - NDA

Slide notes

The CM/ECF computer returns to you a Notice of Docket Activity, often called an NDA. This is your proof that the transaction was accepted by the court. It's a good practice to save a copy of this notice on your computer. To do that, click File in your browser's menu.

Slide 39 - Slide 39
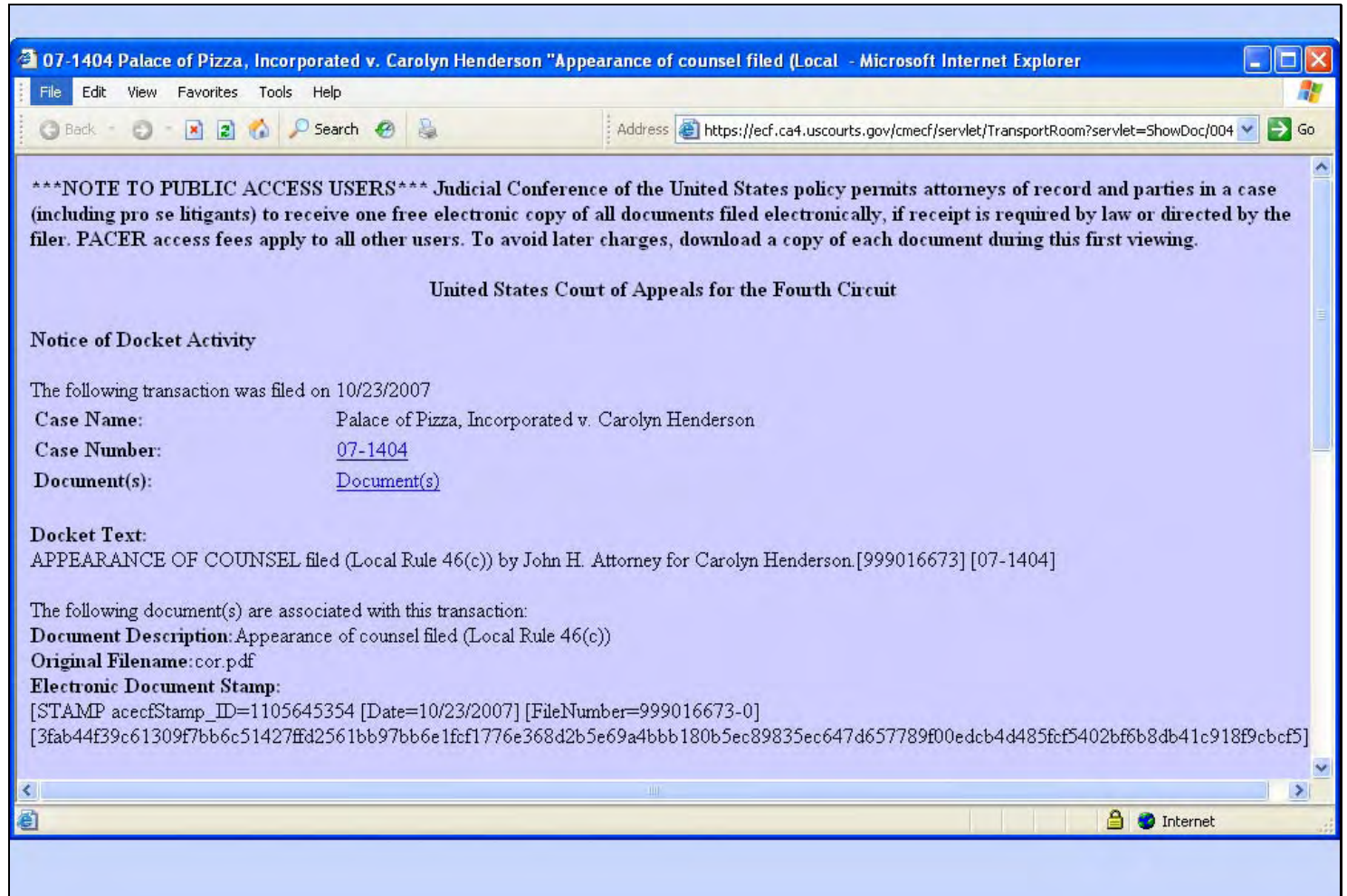
Slide notes

(Note: This is a transition slide.)

Slide 40 - Slide 40
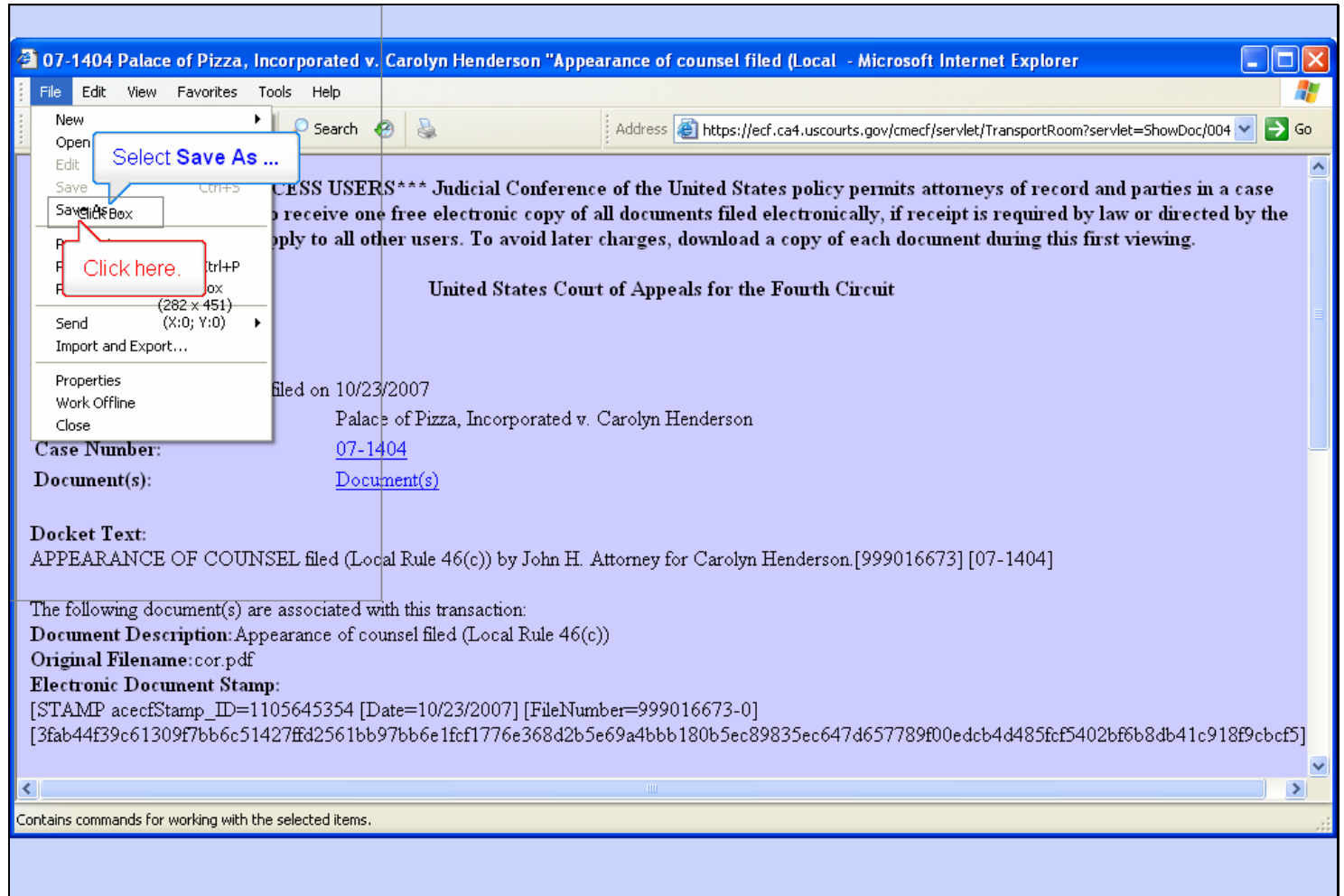
Slide notes

From the drop-down menu, click Save As ...

Slide 41 - Slide 41
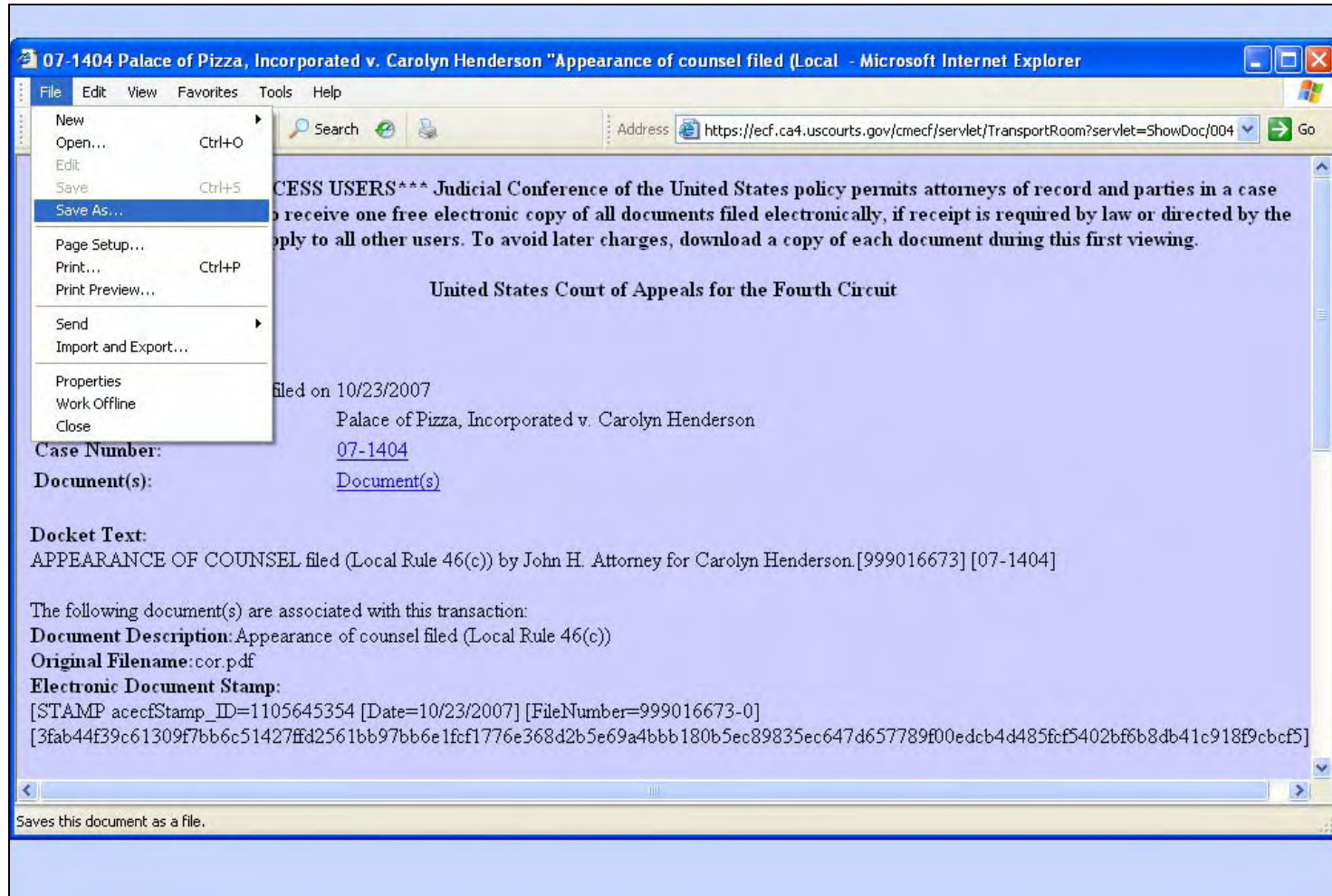
Slide notes

(Note: This is a transition slide.)

Slide 42 - Slide 42
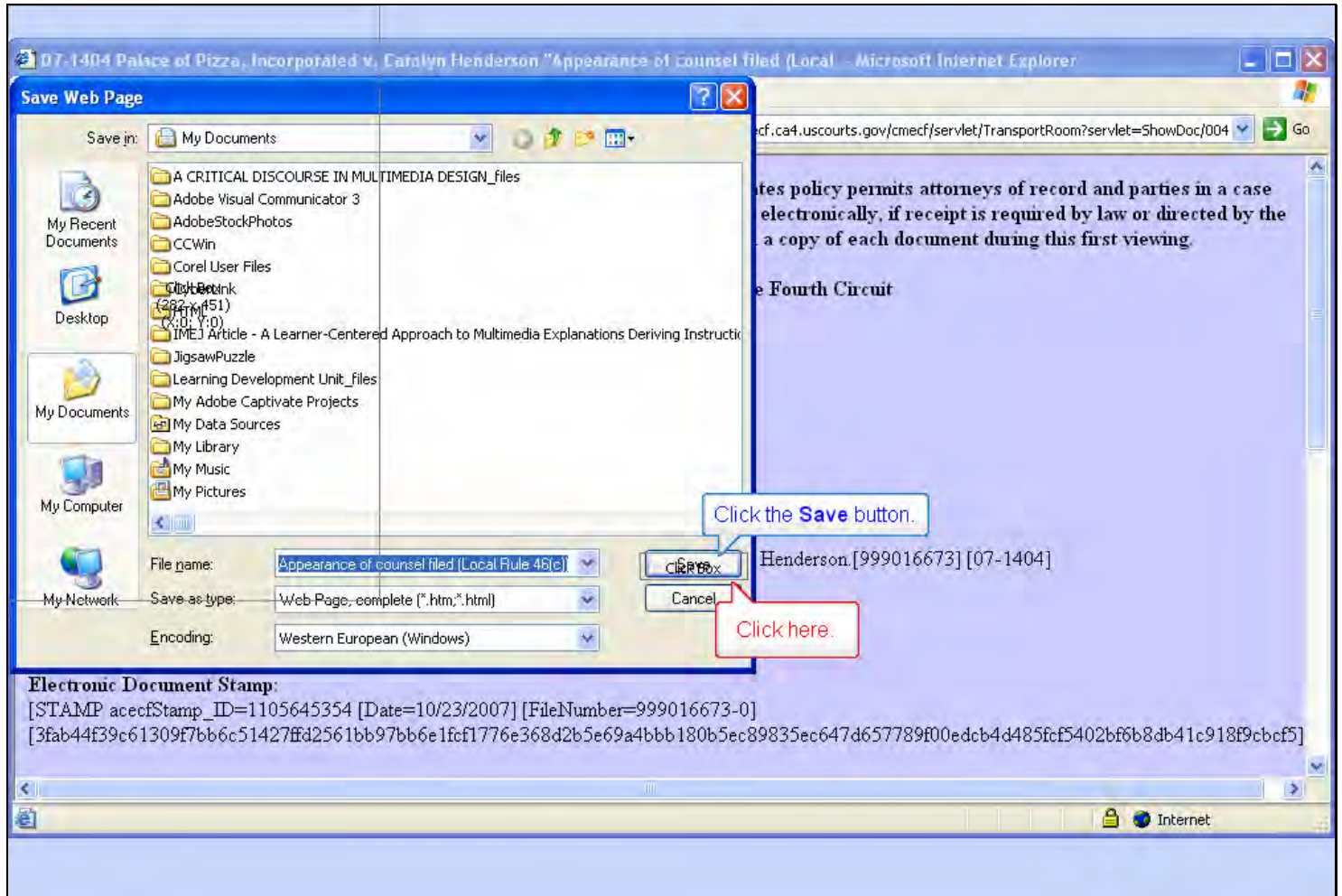
Slide notes

CM/ECF fills in the file name for you. You can change it if you want. Also, in this example our file will be saved in the My Documents folder, but you can change the Save in folder also if you want. We'll leave everything as is. Click the Save button.

Slide 43 - Slide 43

Slide notes

(Note: This is a transition slide.)

Slide 44 - Slide 44

Slide notes

Now that we have saved a copy of the NDA, let's take a closer look at it.

The notice includes the case name and the case number. The case number is a hyperlink to the docket report for this case. We'll look at the docket report in just a moment.

The notice also includes a hyperlink to the document or documents that were submitted with this docket entry. In this case it would be a hyperlink to the appearance of counsel form we just submitted.

The notice includes the docket text that was created by our filing, along with information about the document that was submitted.

To see the rest of the notice, click the down arrow in the scroll bar.

Slide 45 - Slide 45

Slide notes

The bottom part of the notice indicates service information. First, it indicates who will receive notice electronically by E-mail. Then it indicates who will need to be noticed by normal mail.

Click the down arrow to scroll all the way to the bottom of the notice.

Slide 46 - Slide 46
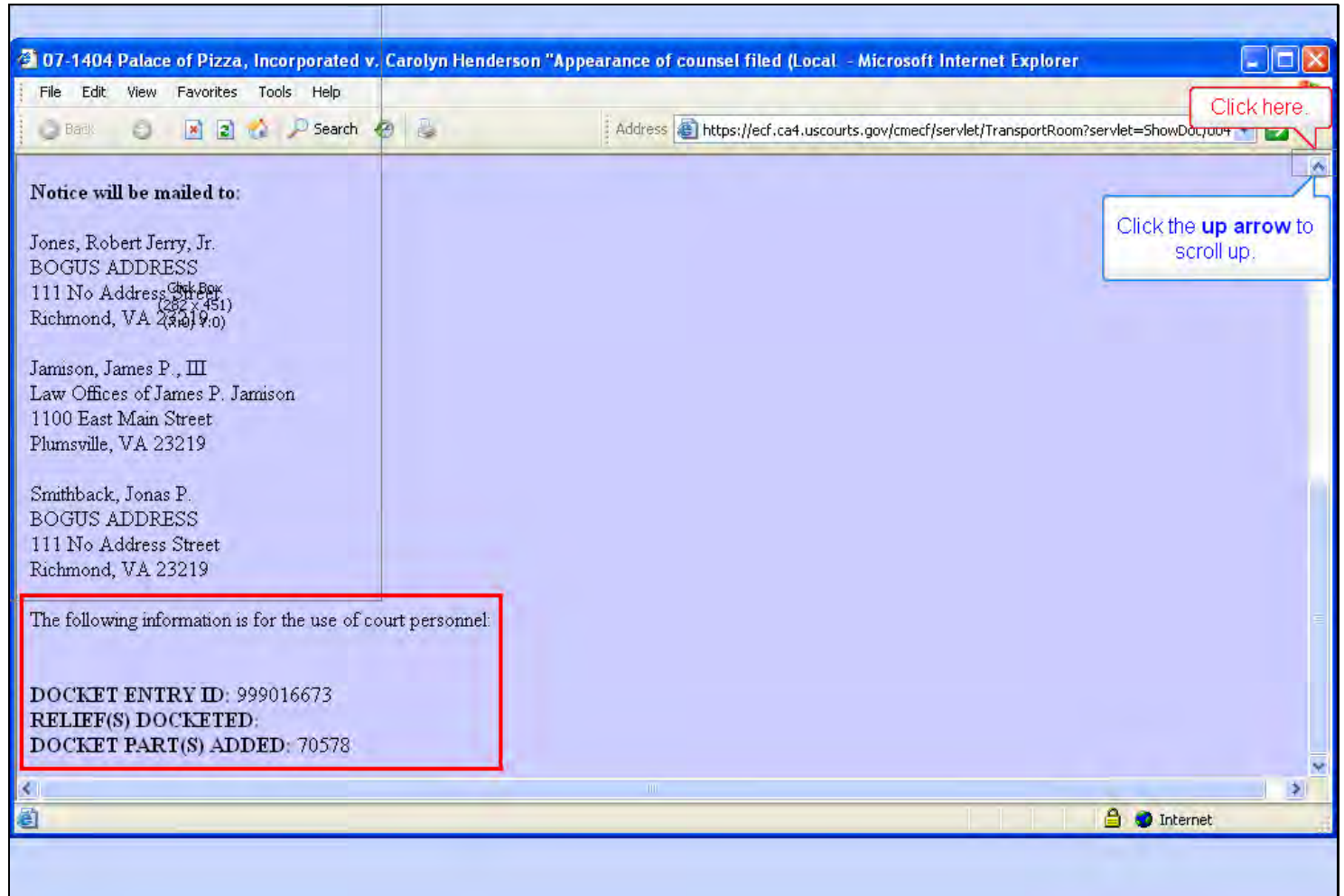
Slide notes

The information at the bottom of the notice is for court personnel.

Click the up arrow to scroll back to the top of the notice.

Slide 47 - Slide 47

Slide notes

Scroll up just a bit more.

Slide 48 - View Docket Report

Slide notes

Remember the case number is a hyperlink to the docket report for this case. Let's see how that works. Click the case number hyperlink.

Slide 49 - Slide 49

Slide notes

CM/ECF offers you some choices about what to include or exclude from the docket report. Everything is selected by default. You would click the check box to de-select any item you don't want to include. We'll leave them all checked. Click the Run Docket Report button.

Slide 50 - Slide 50
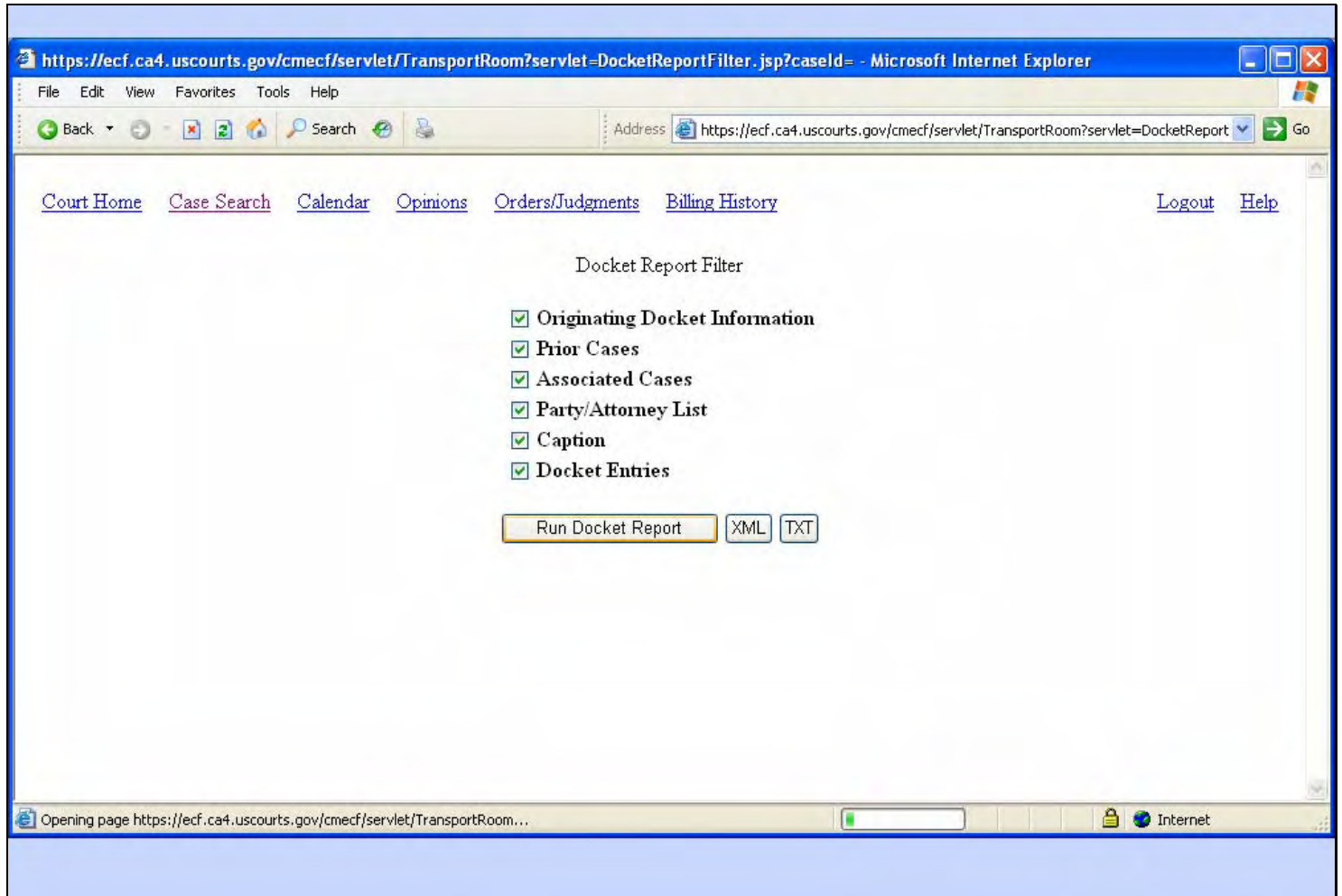
Slide notes

(Note: This is a transition slide.)

Slide 51 - Slide 51

Slide notes

And the docket report is displayed.

Since the docket report is in chronological order, the docket entry we just submitted for the appearance of counsel form will be at the end of the report. To jump directly to the end of the report, you can use CTRL+End. This means to hold down the CTRL key on your keyboard, then tap the End key.

Slide 52 - Slide 52

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07-1404 Docket - Microsoft Internet Explorer                                          _ □ ×

File   Edit   View   Favorites   Tools   Help

Back ▼  ●  ▼  ✖  ●  ⌂  🔍 Search  ●  ●      Address 🔲 https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom    Close
                                                                                          Report b  Click here.

05/21/2007  76   NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion for rehearing, motion for rehea

05/21/2007  77   RULE 5 NOTICE issued to Appellee Palace of Pizza, Incorporated requesting response to petition.

05/22/2007  78   MOTION filed by Appellant Carolyn Henderson to extend filing time for opening brief until 05/22/2007 Was opposing counsel
                 informed of motion pursuant to Loc. R. 27(a)? N. Did opposing counsel consent to granting of motion? N. Date of service: 05/22/2007
           Click here9001986]
           (282 x 451)
05/22/2007  79:0; ORDER filed [999001987] granting motion to extend filing time [999001986-2] Copies to all parties... Copies to all parties.

05/23/2007  80   PETITION for rehearing and rehearing en banc filed by Carolyn Henderson.

05/23/2007  81   PETITION for rehearing and rehearing en banc filed by Carolyn Henderson.

05/24/2007  82   DOCKETING NOTICE issued. Initial forms due within 14 days.

10/23/2007  83   APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by Robert Jerry Jones Jr. for Palace of Pizza, Incorporated. [999016672][07-1404]

10/23/2007  84   APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016673] [07-1404]
```

	PACER Service Center		
	Transaction Receipt		
	10/23/2007 16:34:39		
PACER Login:	at1878	Client Code:	Henderson
Description:	Docket Report (filtered)	Search Criteria:	07-1404
Billable Pages:	6	Cost:	0.48

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🔲                                                                          🔒  ● Internet
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Slide notes

And now we're at the end of the report for our practice case. (Since this is a practice case the docket entries don't always make sense). The appearance of counsel form we just submitted is the last docket entry.

Notice also at the bottom of the report is a PACER Service Center Transaction Receipt, indicating the costs involved.

Like the Notice of Docket Activity, you could save or print of copy of this docket report if desired.

Close the docket report by clicking its close button.

Slide 53 - Slide 53

Slide notes

And now close the NDA by clicking its close button.

Slide 54 - Logout

Slide notes

And we're back to the Event Selection screen. If you had another document to file you could do so. We'll assume we're done.

You should remember to log out when you're done. To do so, click Logout in the CM/ECF main menu.

Slide 55 - Slide 55

Slide notes

Now click Logout CM/ECF.

Slide 56 - Slide 56

Slide notes

Confirm you want to log out by clicking the Yes button.

Slide 57 - Slide 57

Slide notes

(Note: This is a transition slide.)

Slide 58 - Summary

Slide notes

This concludes the lesson on filing an Appearance of Counsel form. Before we go, let's summarize. You should now be able to do the things in this list. You may exit the lesson, or you may use the playback controls to return to any desired section of the module.

Slide 59 - Exit

Slide notes

Thanks for taking the lesson. Goodbye.

Slide 1 - Welcome

Slide notes

Welcome to the lesson on Filing a Brief.

Slide 2 - Navigation

Slide notes

This screen tells you how to navigate through this lesson and describes some of the other features of the screens. When you're ready to begin, click the Start button.

Slide 3 - Objectives

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete the module. Click Continue.

Slide 4 - Startup Page

Slide notes

To begin filing your opening brief, click Docketing in the CM/ECF menu.

Slide 5 - Slide 5

Slide notes

Now click Docketing again.

Slide 6 - Slide 6

Slide notes

(Note: This is a transitional slide.)

Slide 7 - Event Selection

Slide notes

In the Case field, enter case number 07-1404, then press the TAB key.

Slide 8 - Slide 8

Slide notes

(Note: This is a transitional slide.)

Slide 9 - Slide 9

Slide notes

The next step is to select the appropriate category of event in the left pane. For our opening brief, click the radio button for Briefing Documents.

Slide 10 - Slide 10

Slide notes

Now the right pane shows all events within the Briefing Documents category. Note you may have to scroll down to locate the specific event you need. In our case, click the radio button for BRIEF FILED (all formal, non-sealed briefs/electronic & paper form).

Slide 11 - Slide 11

Slide notes

To continue filing your brief, click the down arrow in the scroll bar to scroll down.

Slide 12 - Slide 12

Slide notes

Since our target case is selected, and we have the correct event selected, click the Docket Event button.

Slide 13 - Slide 13

Slide notes

(Note: This is a transitional slide.)

Slide 14 - Enter Additional Information

Slide notes

Now we need to enter some additional information about our opening brief. First, you may select a modifier from a drop-down list if appropriate. Click the down arrow in the modifier list to see its options.

Slide 15 - Slide 15

Slide notes

(Note: This is a transitional slide.)

Slide 16 - Slide 16

Slide notes

Since none of these modifiers are appropriate for our opening brief, click the blank space above Amended.

Slide 17 - Slide 17

Slide notes

(Note: This is a transitional slide.)

Slide 18 - Slide 18

Slide notes

There's a second drop-down list for the type of brief we are filing. Click the down arrow in that list.

Slide 19 - Slide 19

Slide notes

From the list, click Opening.

Slide 20 - Slide 20

Slide notes

We also must indicate when copies were dispatched. In the date field, enter 10/23/2007, then press the TAB key.

Slide 21 - Slide 21

Slide notes

Click the down arrow on the method of filing paper copies drop-down list.

Slide 22 - Slide 22

Slide notes

Select mail from this list.

Slide 23 - Slide 23

Slide notes

Click the check box for Carolyn Henderson.

Slide 24 - Slide 24

Slide notes

To see the rest of the screen segment, click the down arrow in the scroll bar.

Slide 25 - Browse for PDF

Slide notes

Now we're ready to select the PDF version of our opening brief. Click the Browse button to locate that document.

Slide 26 - Slide 26
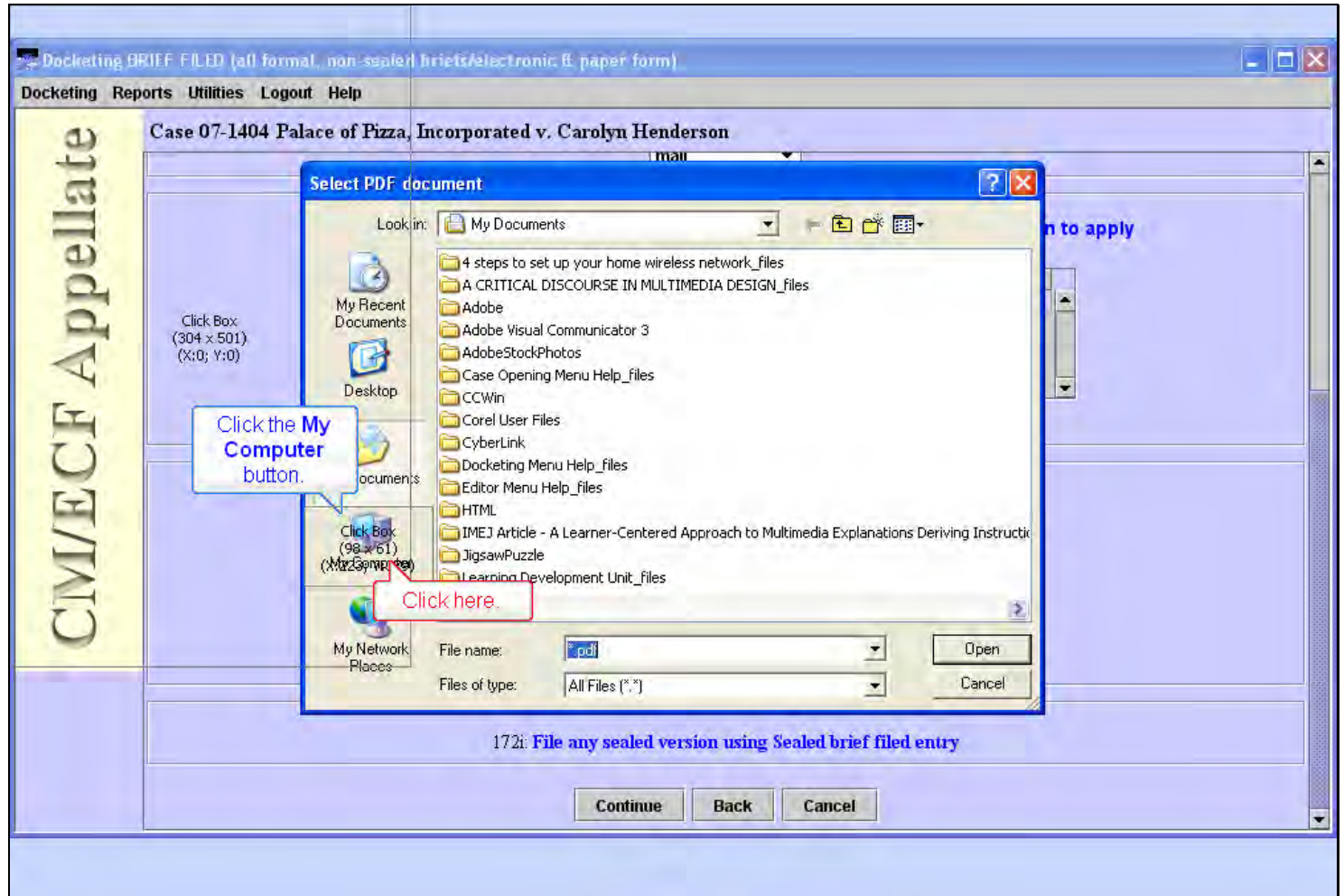
Slide notes

Your browser shows a dialog box designed to let you browse the disk drives and folders on your PC to locate your brief. See the lesson module on Windows Navigation for help in locating files on your computer.

To find the brief, first click the My Computer button.

Slide 27 - Slide 27
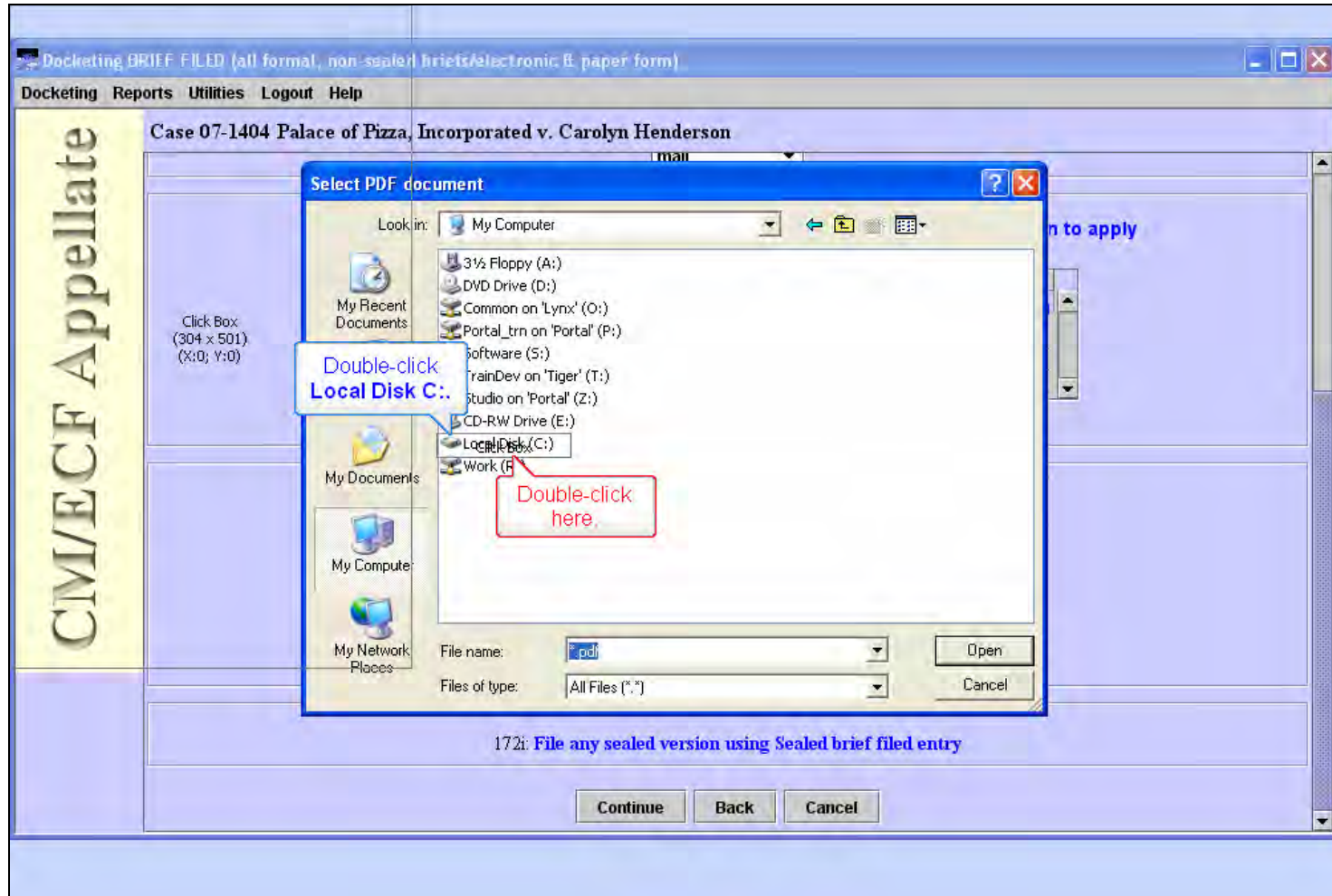
Slide notes

This example shows all the disk drives accessible to my computer. Double-click Local Disk C: to open its folders.

Slide 28 - Slide 28
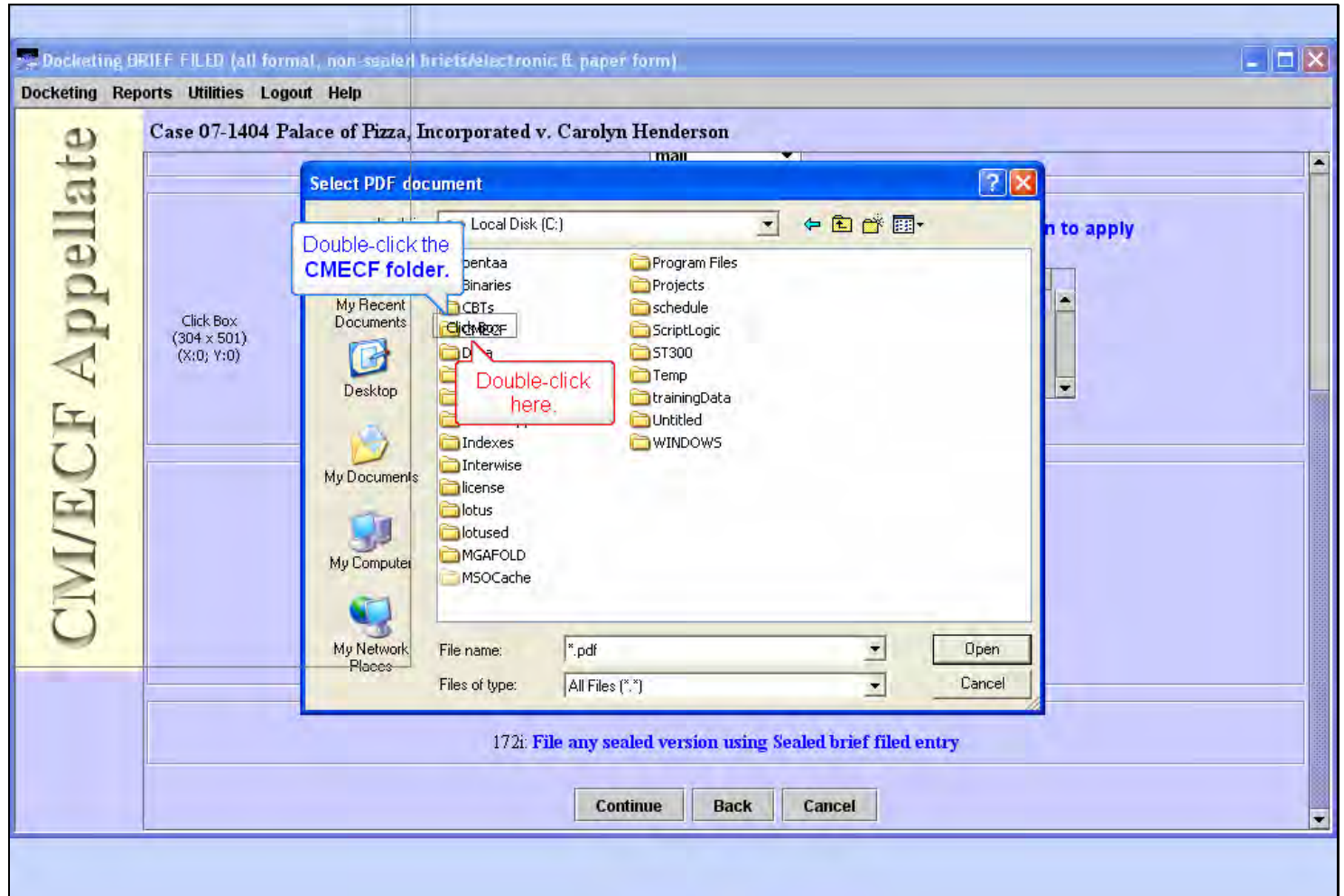
Slide notes

It's a good idea to keep all your CM/ECF related PDF files in a place you can easily locate them. In our example we have placed them in a folder named CMECF. Double-click that folder to open it.

Slide 29 - Slide 29
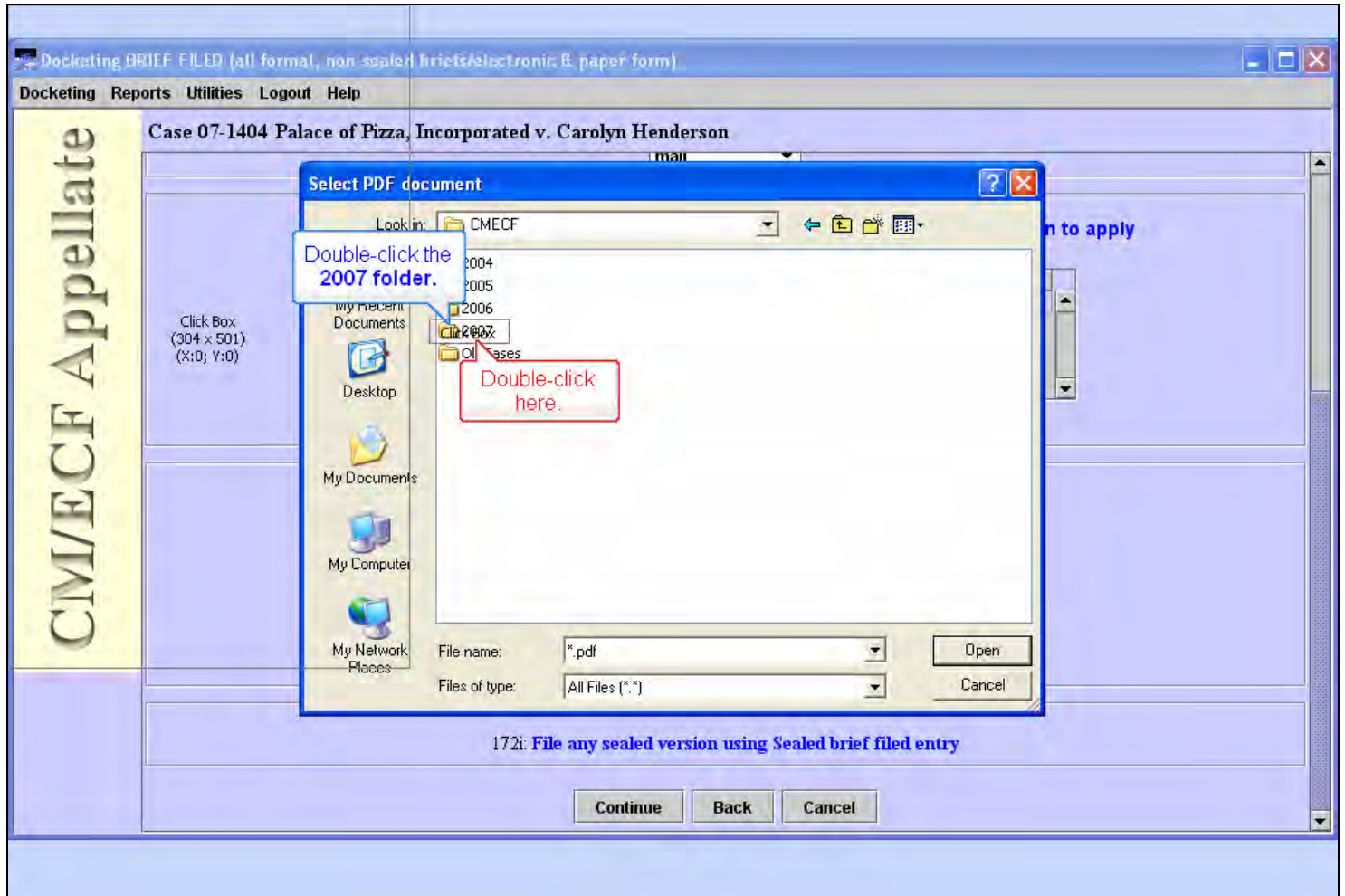
Slide notes

Now double-click the 2007 folder to open it.

Slide 30 - Slide 30
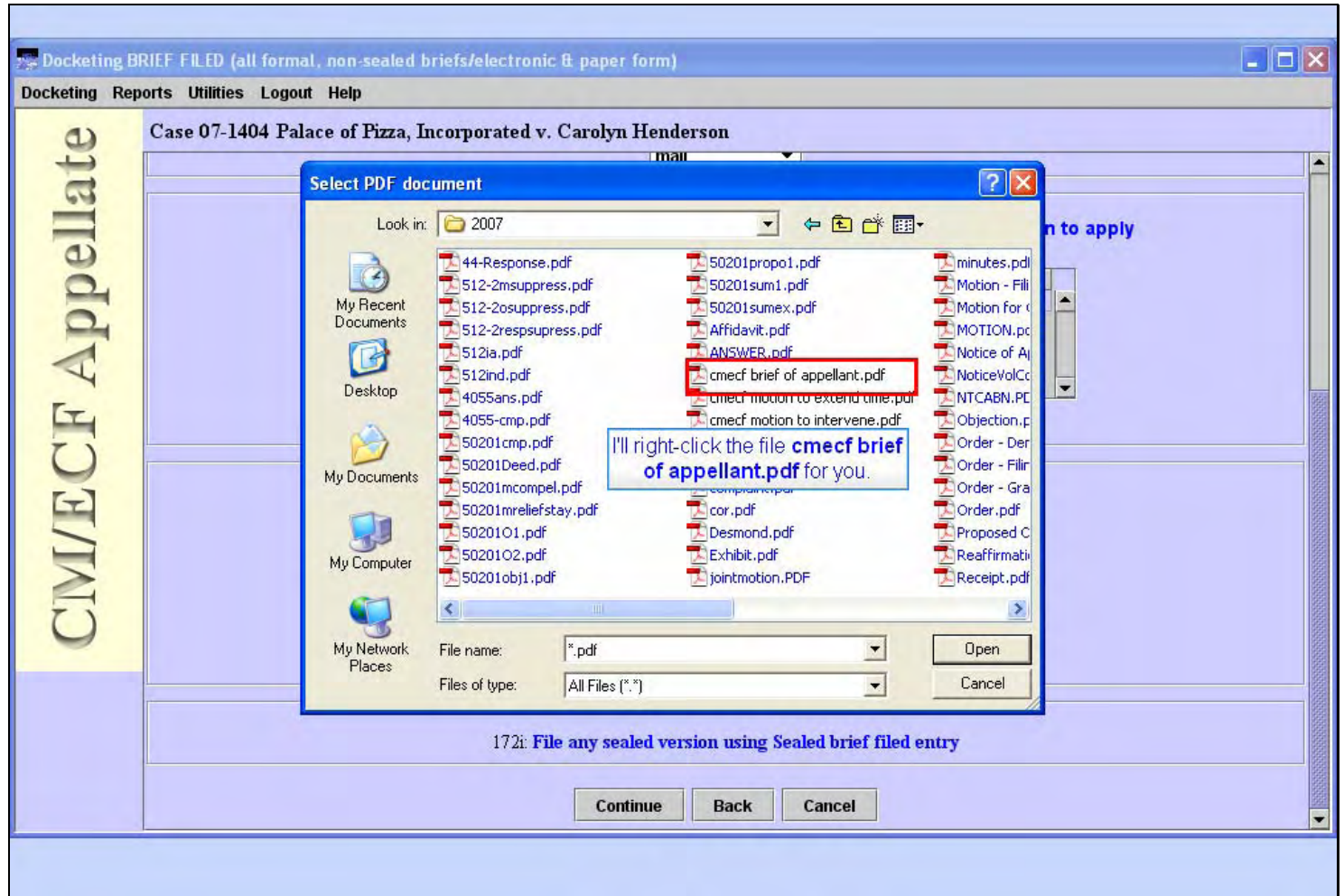
Slide notes

And here are our CM/ECF-related PDF files for 2007. The opening brief is shown in this list and is named cmecf brief of appellant.pdf. But it's a good practice to look at the file's contents before you submit it to the court just to double-check that it's the right file.

To open the file and look at it, you would right-click the file name. Your browser will then pop up a menu with an option to view the file's contents. Watch your screen and I'll right-click the file for you.

Slide 31 - Slide 31
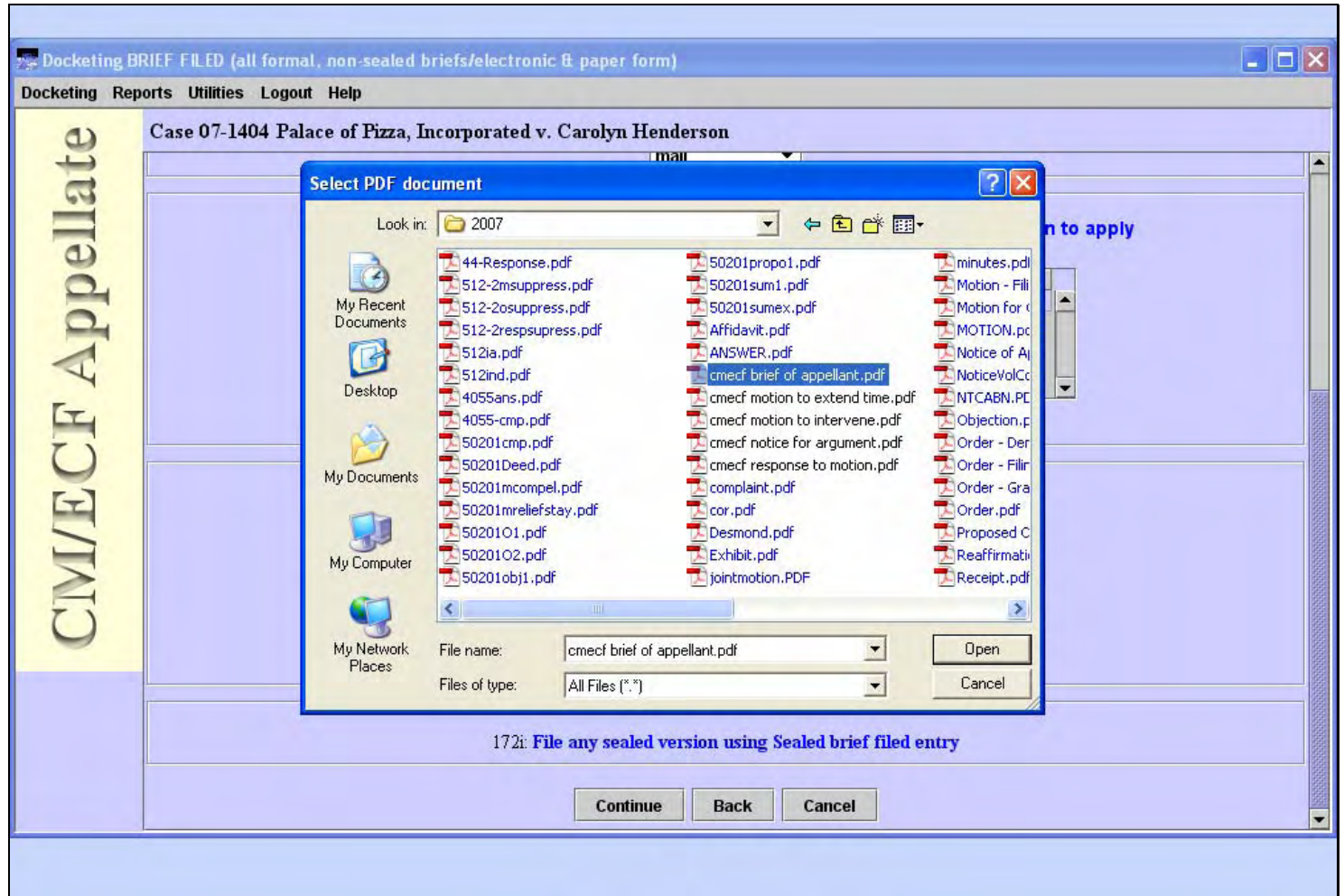
Slide notes

(Note: This is a transitional slide.)

Slide 32 - Slide 32
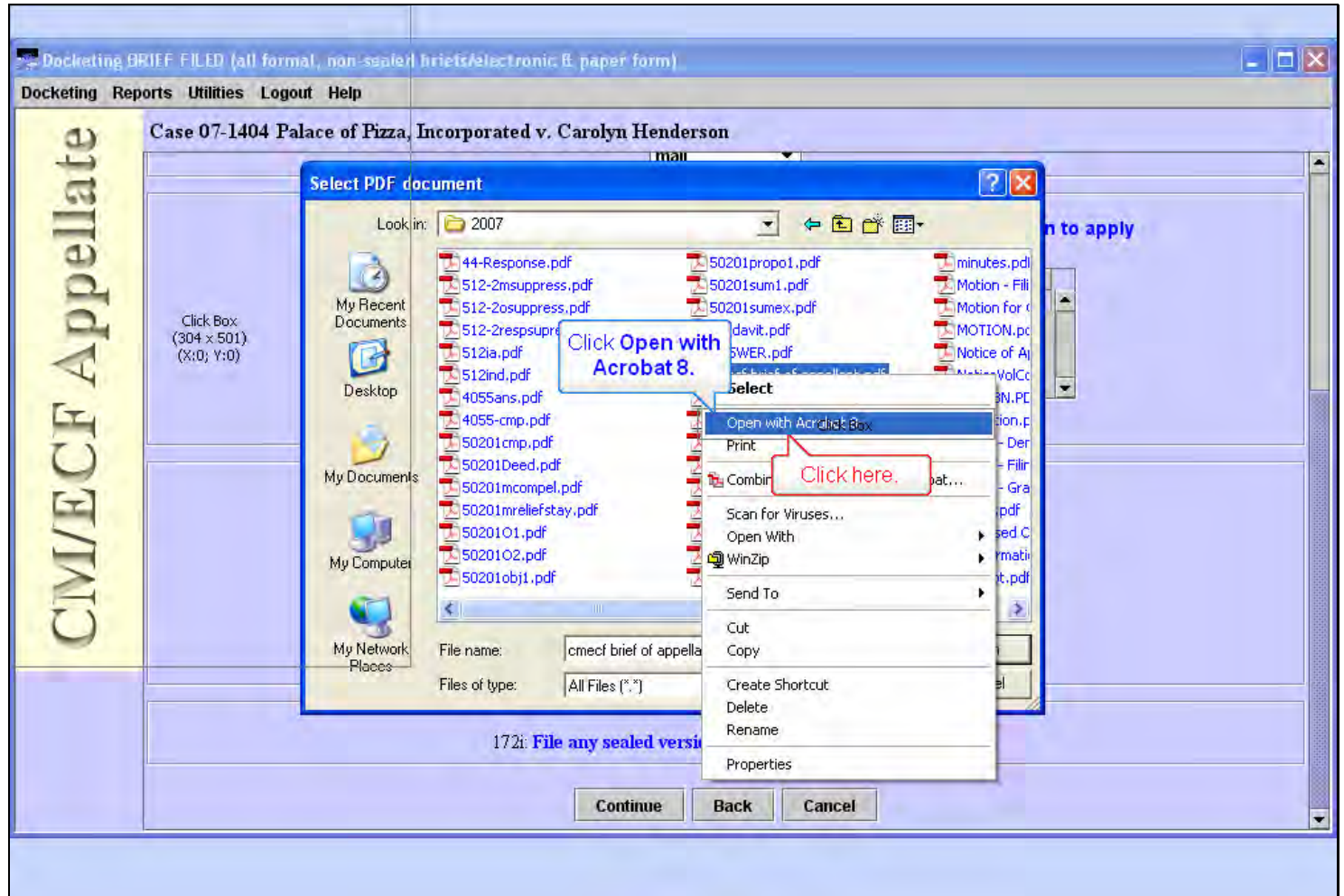
Slide notes

Notice the pop-up menu has an option to Open with Acrobat 8. Click that option.

Slide 33 - Slide 33
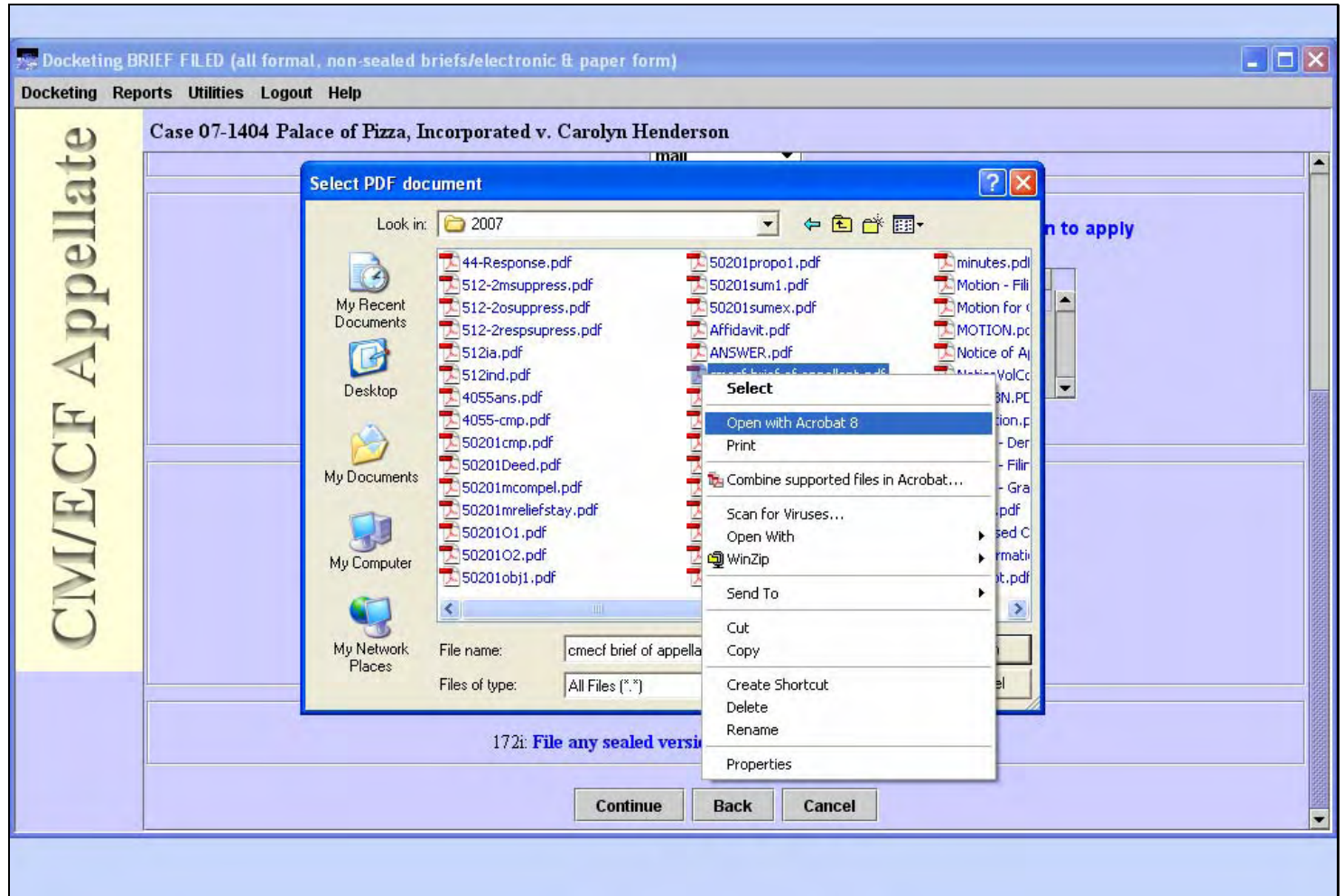
Slide notes

(Note: This is a transitional slide.)

Slide 34 - Slide 34
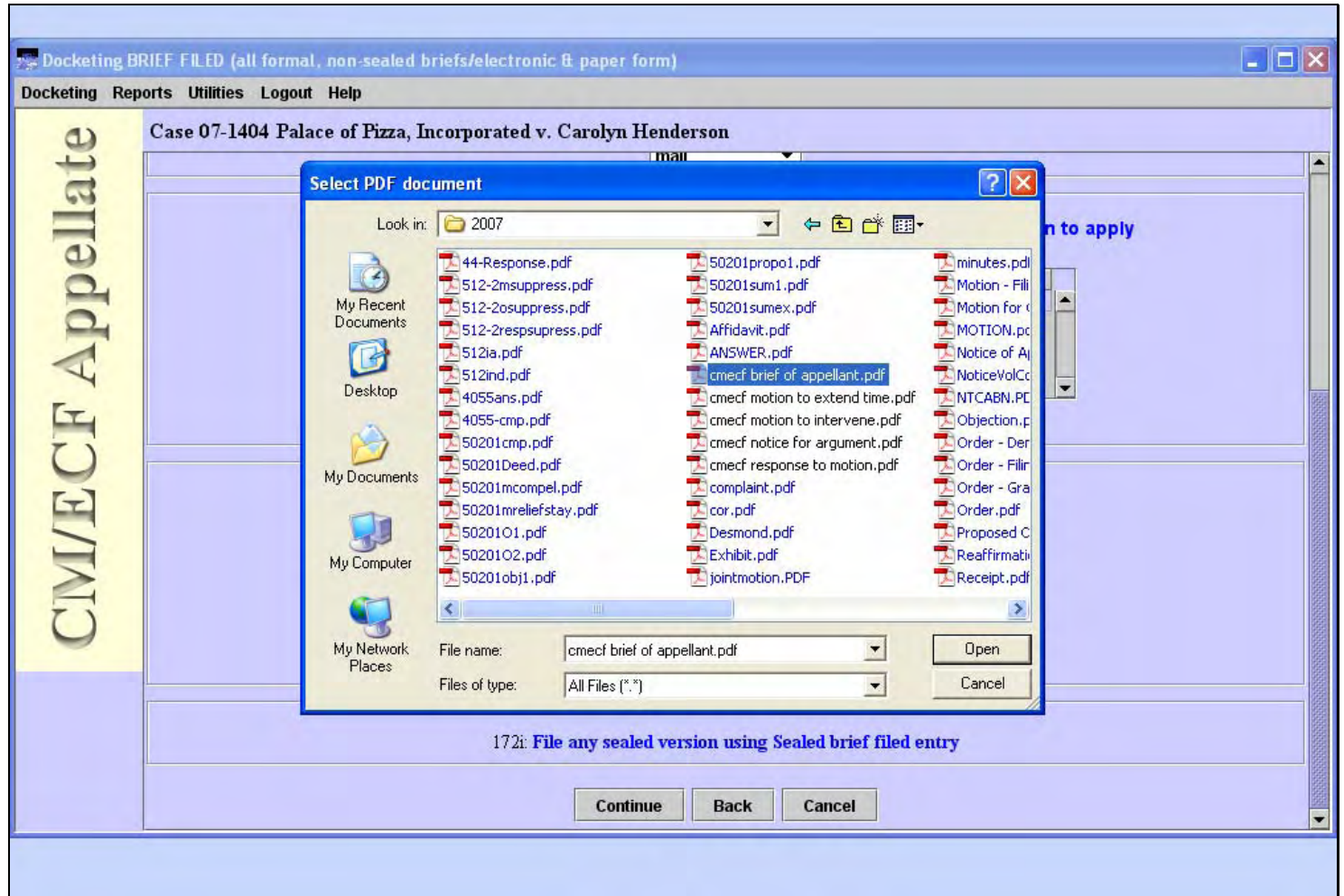
Slide notes

(Note: This is a transitional slide.)

Slide 35 - Slide 35
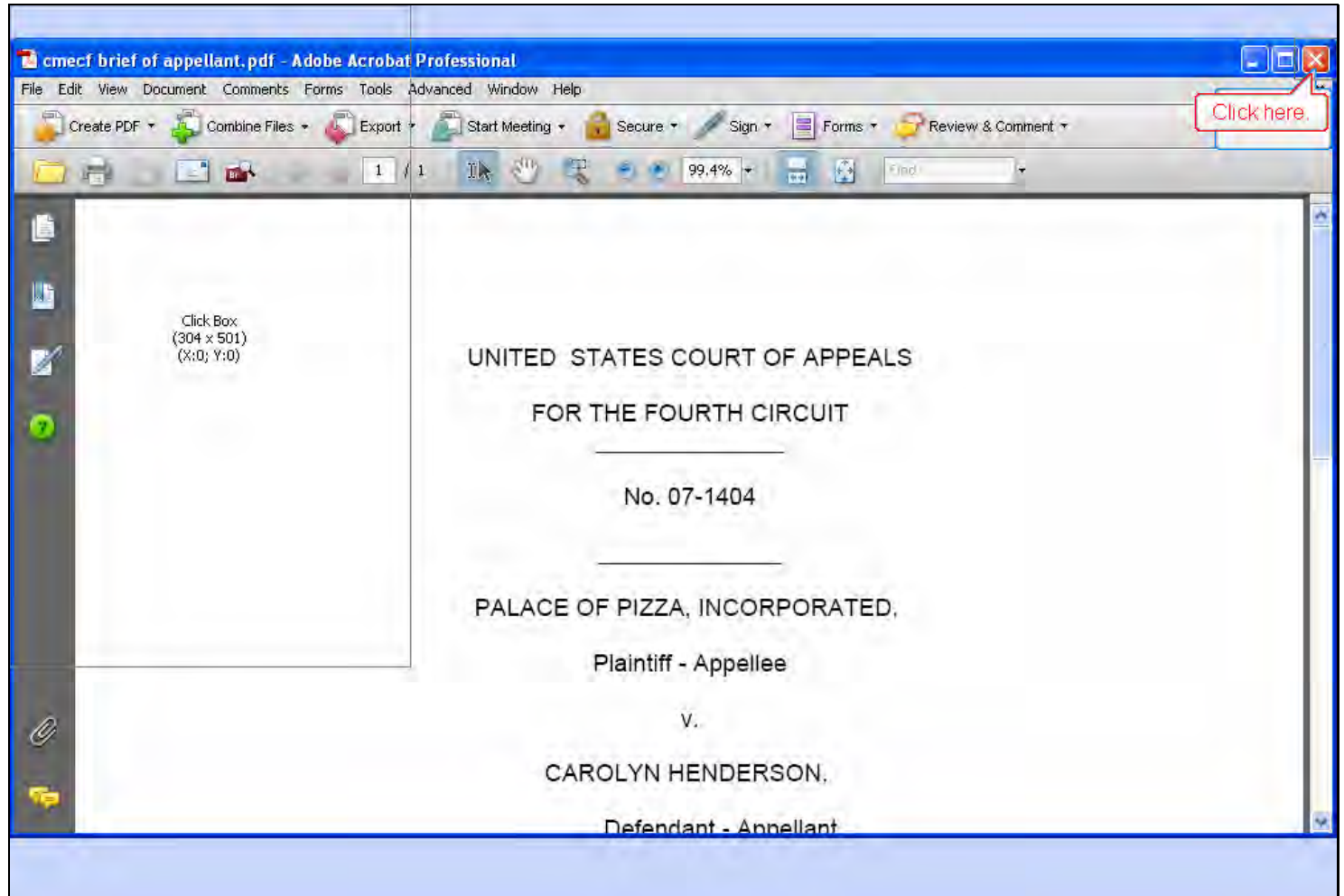
Slide notes

And Adobe Acrobat opens the file so you can verify that it's the correct opening brief. Now that we're sure this is the right document, close the Acrobat window by clicking its close button.

Slide 36 - Slide 36
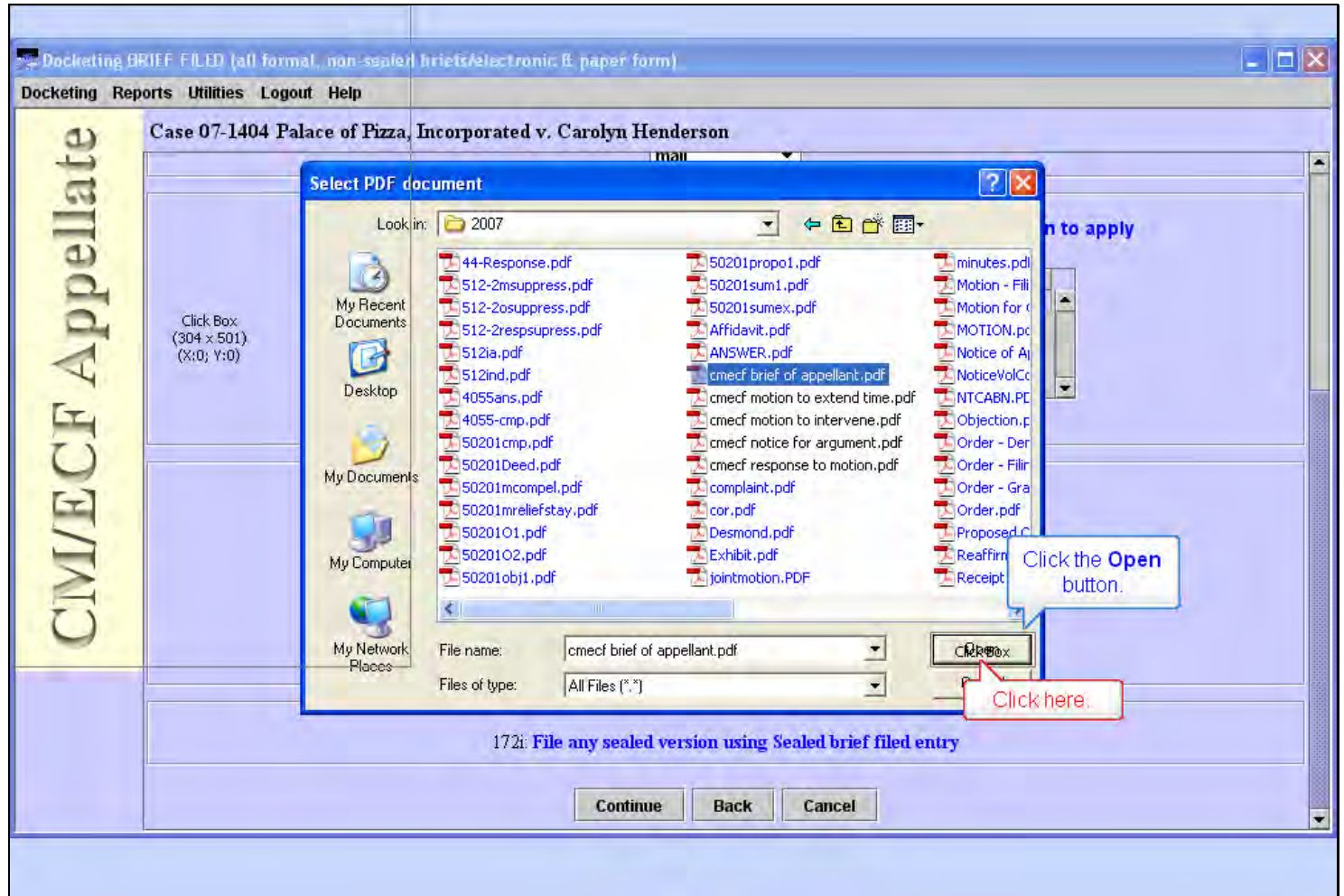
Slide notes

Now click the Open button to select this document.

Slide 37 - Slide 37

Slide notes

CM/ECF fills in the path and filename of our PDF document. You could use the Add Another button to repeat the process for any other documents you wished to file with the brief.

Notice the Note at the bottom of the screen. Remember, you should read the blue text on the screens for instructions and reminders to you.

Click the Continue button.

Slide 38 - Slide 38

Slide notes

CM/ECF is building docket text for your filing. You should make sure it's accurate, then click the Continue button.

Slide 39 - Submit the Transaction

Slide notes

This is the point of no return. Read the text carefully to make sure all the information is correct. After you click the Submit button, you will have no further chance to back up and change anything.

We'll assume everything is correct, so click the Submit button.

Slide 40 - Slide 40

Slide notes

(Note: This is a transitional slide.)

Slide 41 - Slide 41

Slide notes

When the CM/ECF server receives your transaction, you will receive this confirmation. Click the OK button.

Slide 42 - Slide 42

Slide notes

(Note: This is a transitional slide.)

Slide 43 - Slide 43

Slide notes

(Note: This is a transitional slide.)

Slide 44 - NDA

Slide notes

CM/ECF sends you a Notice of Docket Activity, or NDA. It's a good practice to save a copy of this notice. To do so, click File in your browser's menu.

Slide 45 - Slide 45

Slide notes

(Note: This is a transitional slide.)

Slide 46 - Slide 46

Slide notes

Now click Save As ... .

Slide 47 - Slide 47

Slide notes

(Note: This is a transitional slide.)

Slide 48 - Slide 48

Slide notes

Make note of the folder in which your NDA will be saved. You can change the location if desired, and you can change the file name also if desired. We'll leave the location and file name as they are. Click the Save button.

Slide 49 - Run Docket Report

Slide notes

From the NDA we can also produce a docket report for this case. To do so, click the case number hyperlink.

Slide 50 - Slide 50

Slide notes

CM/ECF allows you to select or de-select various parts of the docket report by clicking the appropriate check box. We'll leave all items selected. Click the Run Docket Report button.

Slide 51 - Slide 51

Slide notes

(Note: This is a transitional slide.)

Slide 52 - Slide 52

Slide notes

And the docket report appears. Since docket entries are in chronological order, the brief we just filed should be the last docket entry. To jump to the end of the docket report quickly, type CTRL+End.

Slide 53 - Slide 53

Slide notes

And now we're at the end of the report and we can see the docket entry for our brief. By the way, since this is a practice case some of the docket entries don't make sense.

Let's back up to the NDA. To do so, click the down arrow next to the Back button in the browser.

Slide 54 - Slide 54

Slide notes

From the list of pages in the browser's history, click the 07-1404 page.

Slide 55 - View Document

Slide notes

And we've backed up to the NDA.

There is also a hyperlink on this page to the document or documents that were submitted with this docket entry. Click the Document(s) hyperlink.

Slide 56 - Slide 56

Slide notes

(Note: This is a transitional slide.)

Slide 57 - Slide 57

Slide notes

A Download Confirmation message is displayed. By the way, if you had submitted more than one PDF document with your filing, you would have seen a screen to select which of the documents you want to see.

CM/ECF can also show a header on each PDF document. This header will add the case number and title at the top of each page of the document.

Click the Accept Charges and Retrieve button.

Slide 58 - Slide 58
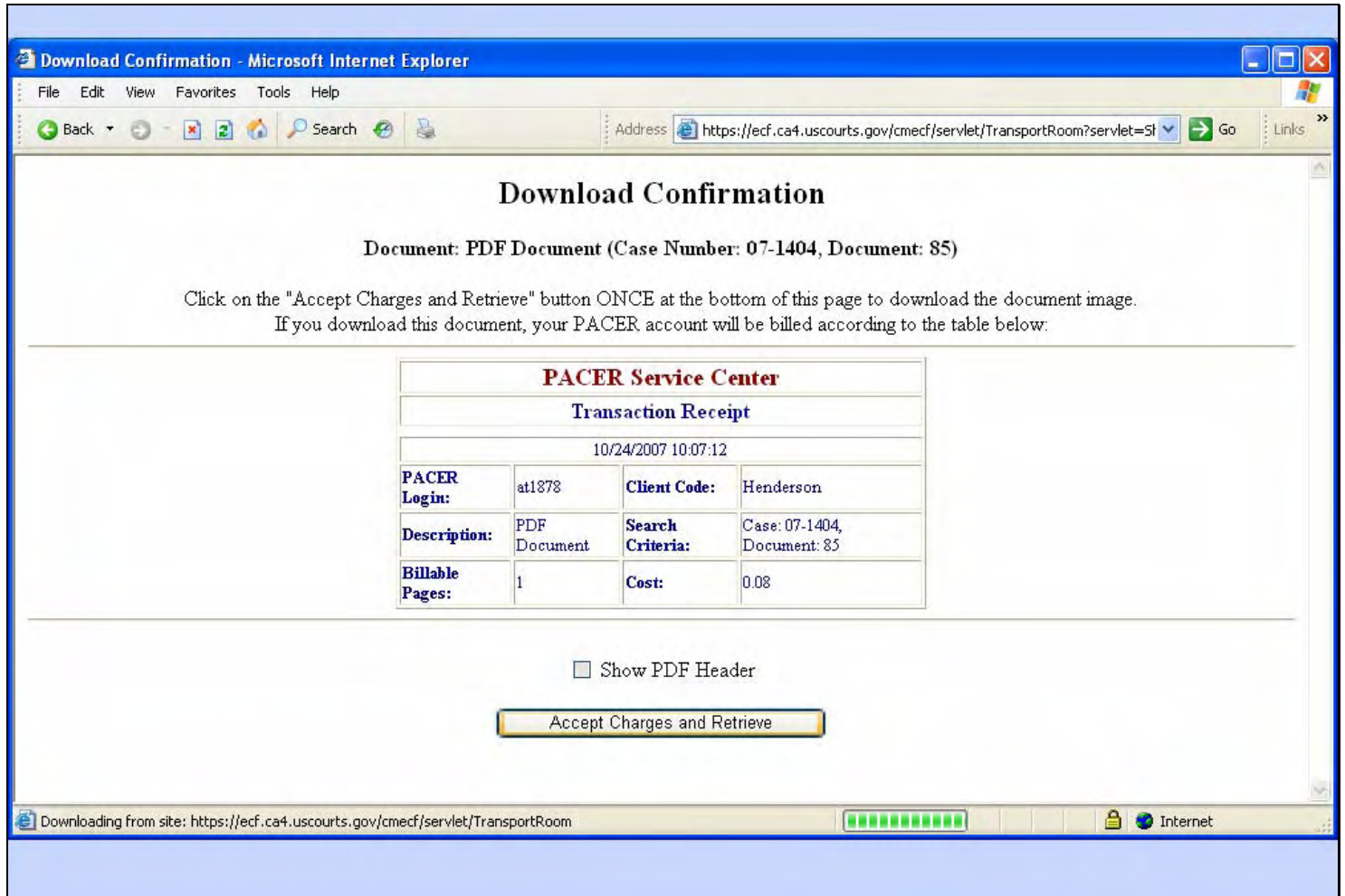
Slide notes

(Note: This is a transitional slide.)

Slide 59 - Slide 59
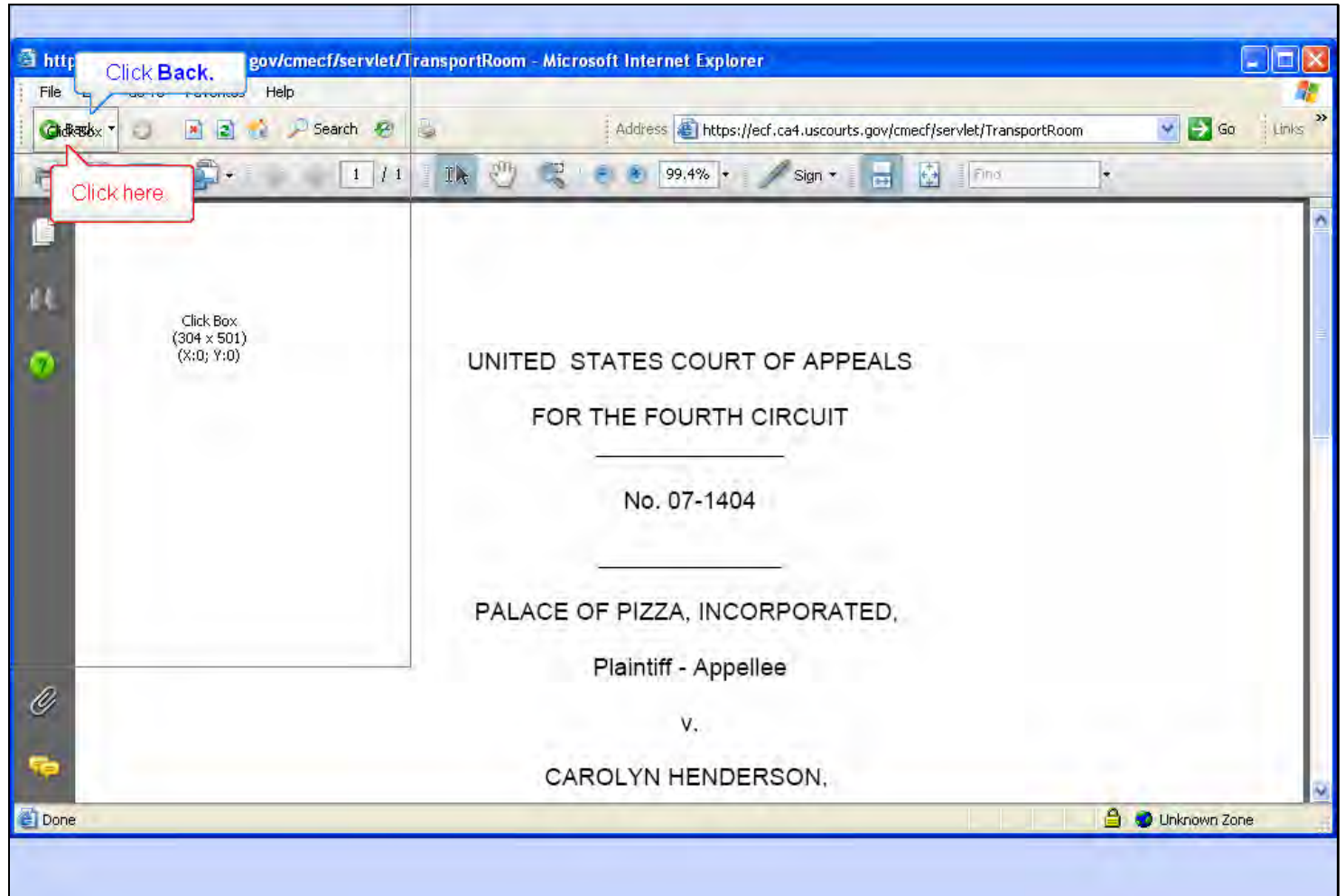
Slide notes

And we can see the brief we filed. Click the browser's Back button.

Slide 60 - Slide 60
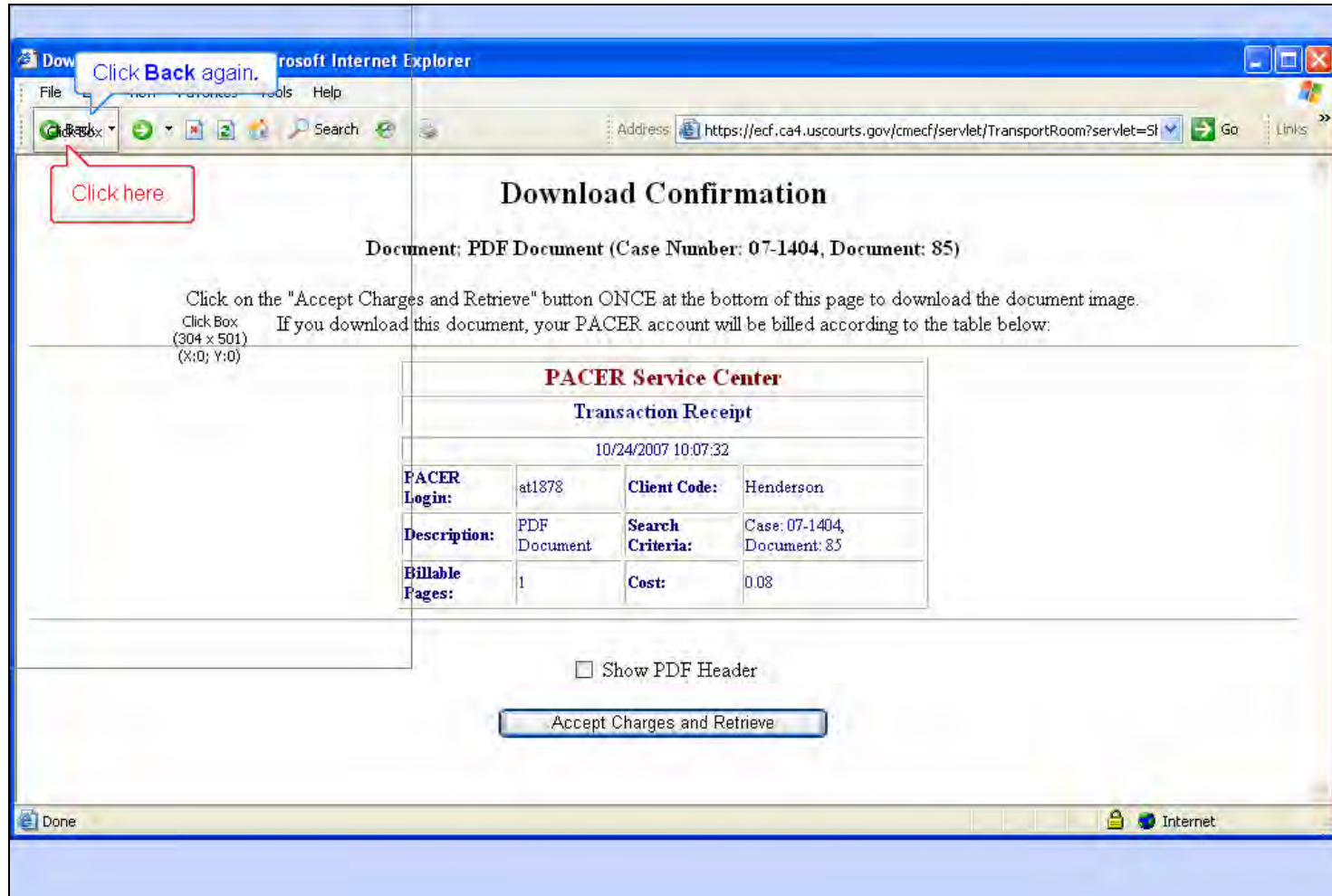
Slide notes

And click Back one more time.

Slide 61 - Slide 61

NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

Click Box
(X:0; Y:0)

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson
Case Number: 07-1404
Document(s):   Document(s)

Docket Text:
BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [999016712] [07-1404]

The following document(s) are associated with this transaction:
Document Description:BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)
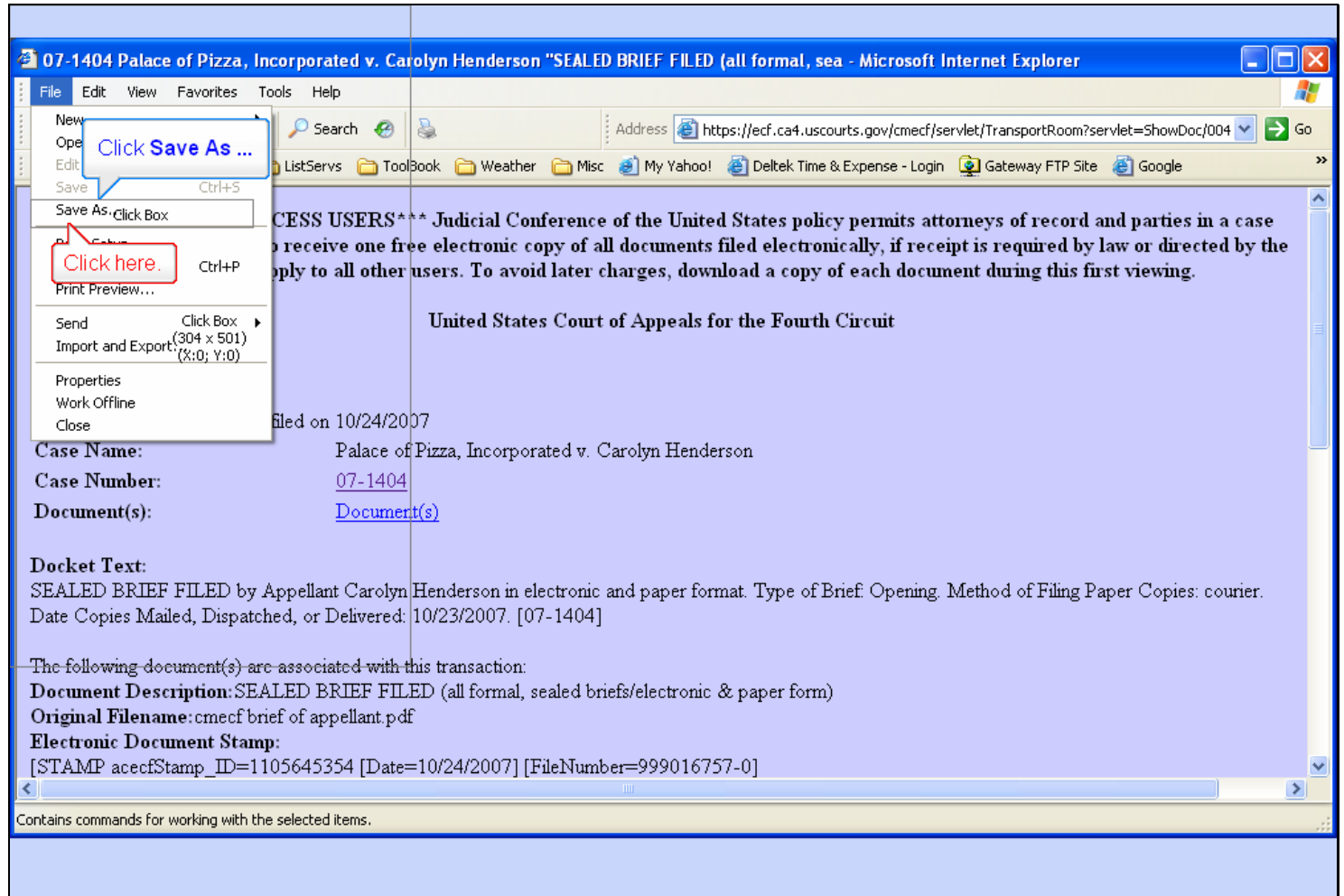Original Filename:cmecf brief of appellant.pdf
Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016712-0]
[910621c786d8e264ec50ceededf22ef42892b5b693d746f19c5e7e0b3bbee7f298f70aa1f288796f807e327c88b56d5bf6fcf8b3e92ba4d4d7f81dad283b0d87

Click the **down arrow** to scroll
Click here.

https://ecf.ca4.uscourts.gov/docs1/00408478909

Slide notes

And we're back to the NDA. To see the rest of the notice, click the down arrow in the scroll bar.

Slide 62 - Slide 62
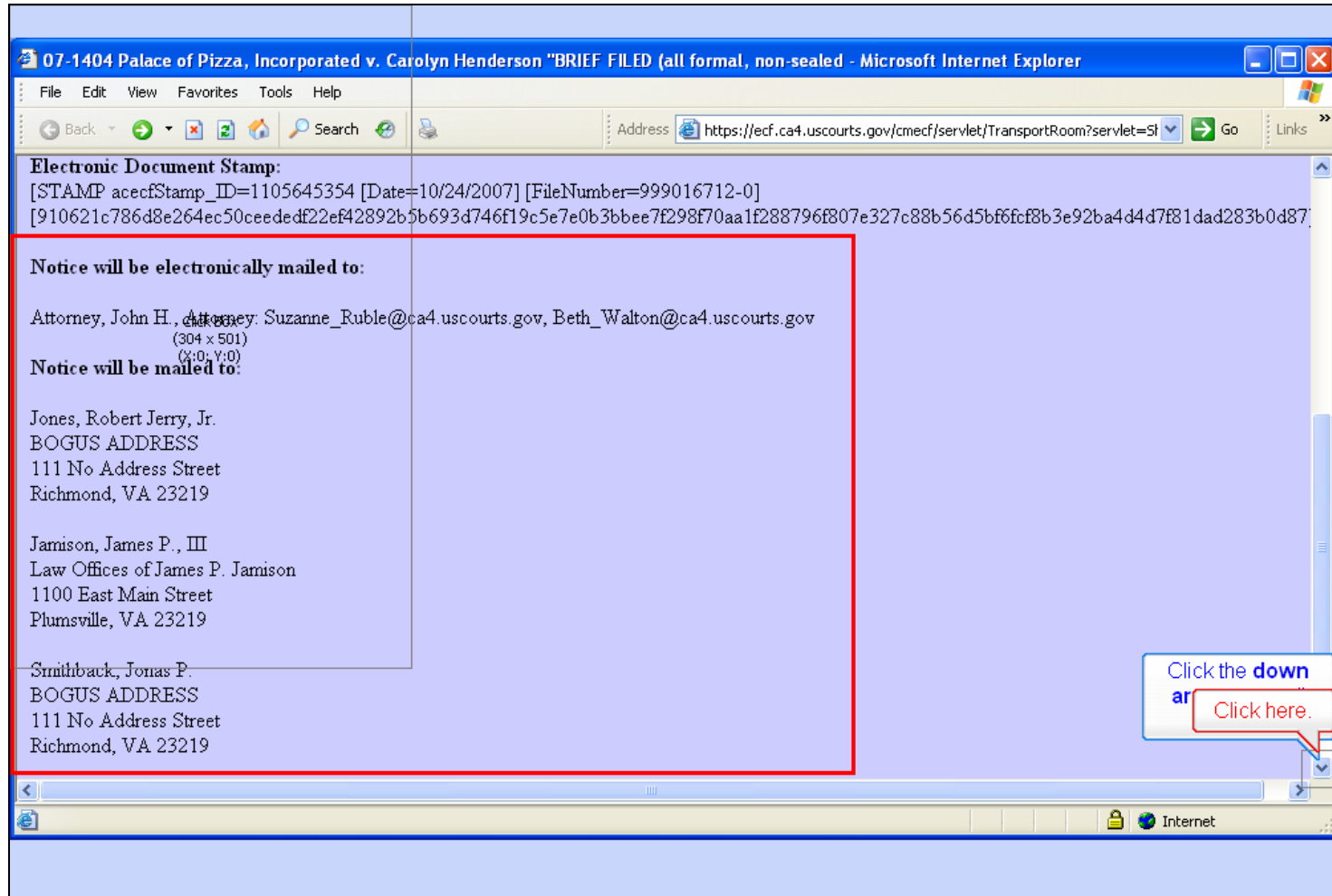
Slide notes

Near the bottom of the notice is information about how the notice will be distributed to various people. Scroll down some more.

Slide 63 - Slide 63
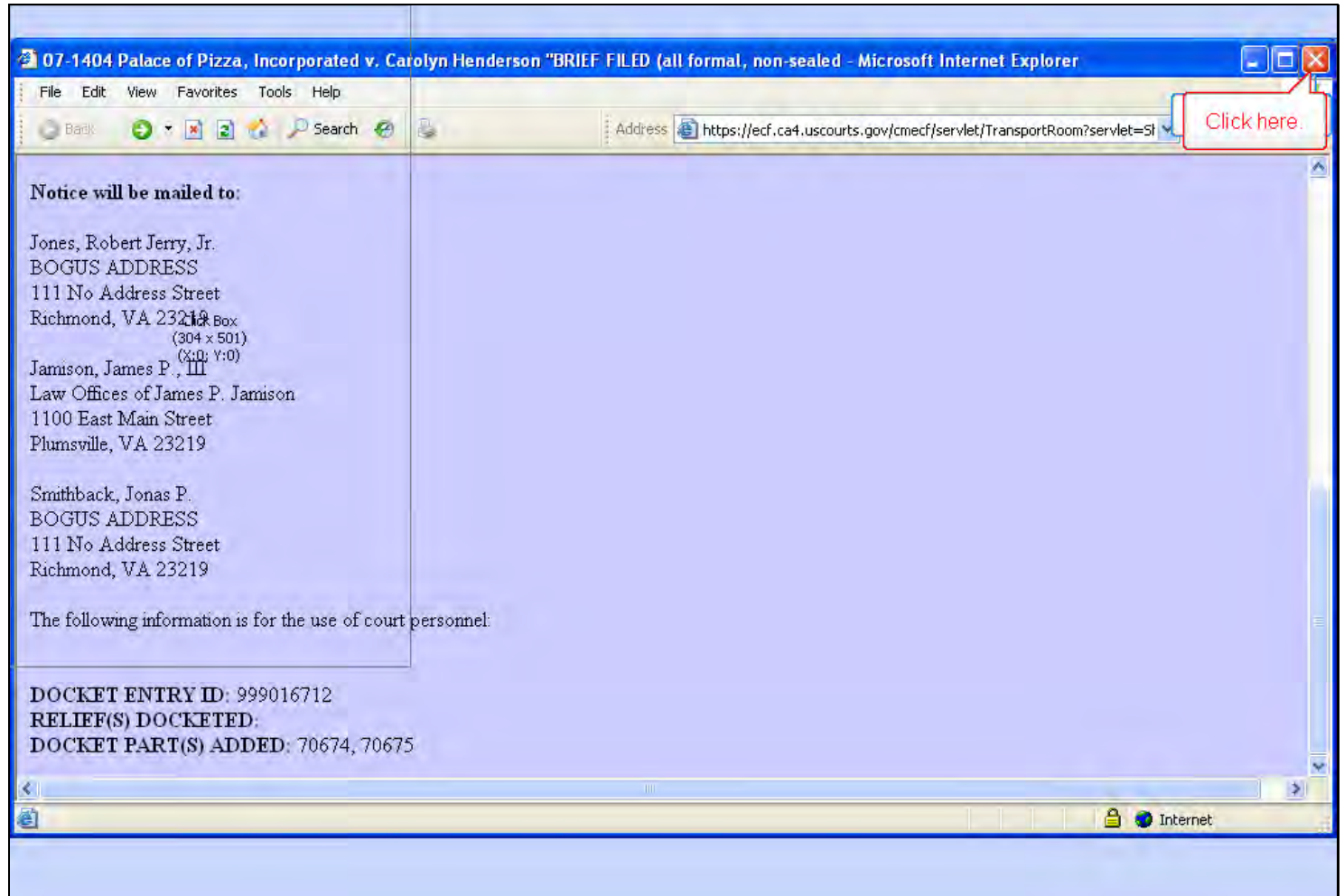
Slide notes

Now that we've seen the entire notice, close the NDA by clicking its close button.

Slide 64 - Logout

Slide notes

And we're back to the Event Selection screen. If you had another document to file in this case, you could do so. Or you could enter a different case number to file a document in a different case.

We'll assume you're done. Since it's important to log out when you're done, click Logout in the CM/ECF menu.

Slide 65 - Slide 65

Slide notes

Now click Logout CM/ECF.

Slide 66 - Slide 66

Slide notes

(Note: This is a transitional slide.)

Slide 67 - Slide 67

Slide notes

Confirm you want to logout by clicking the Yes button.

Slide 68 - Summary

Slide notes

This concludes the lesson module. In summary, these are the things you should now be able to do. You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide 69 - Exit

Slide notes

Thanks for taking the lesson. Goodbye.

Slide 1 - Welcome

Slide notes

Welcome to the lesson on Filing a Sealed Brief.

Slide 2 - Navigation

Slide notes

This screen tells you how to navigate through this lesson and describes some of the other features of the screens. When you're ready to begin, click the Start button.

Slide 3 - Objectives

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete the module. Click Continue.

Slide 4 - Event Selection

Slide notes

In this lesson we've already logged in to CM/ECF and selected Docketing from the CM/ECF main menu. If you need to review these steps, see the lesson module on Filing an Appearance of Counsel.

We will assume you are going to file a sealed version of your opeing brief. You are now ready to select the appropriate event category. From the left pane, click the radio button for Briefing Documents.

Slide 5 - Slide 5

Slide notes

From the list of events in the right pane that make up the Briefing Documents category, we see the event SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form). Remember, the SEALED BRIEF FILED docket entry automatically restricts electronic document access to the Court only. Therefore, the sealed brief must be served on counsel in paper form. Click the radio button for that event.

Slide 6 - Slide 6

Slide notes

To continue, click the down arrow in the scroll bar.

Slide 7 - Slide 7

Slide notes

Now click the Docket Event button.

Slide 8 - Slide 8

Slide notes

(Note: This is a transition slide.)

Slide 9 - Additional Information

Slide notes

Now we need to enter some additional information about our brief. The first drop-down list is for a modifer. The possible options include Amended, Corrected, and Supplemental. We'll leave that one blank. But we do need to indicate what kind of brief we are filing. To do so, click the down arrow for the Type of Brief drop-down list.

Slide 10 - Slide 10

Slide notes

From the drop-down list, click Opening.

Slide 11 - Slide 11

Slide notes

Now click the down arrow for the drop-down list of methods of filing paper copies.

Slide 12 - Slide 12

Slide notes

In this example, click on courier.

Slide 13 - Slide 13

Slide notes

In the date field, enter 10/23/2007.

Slide 14 - Slide 14

Slide notes

Now to indicate the party filer of the brief, click the check box for Carolyn Henderson.

Slide 15 - Slide 15

Slide notes

Click the down arrow to scroll down.

Slide 16 - Browse for PDF

Slide notes

We're now ready to find the PDF file that is our brief. To find it, click the Browse button.

Slide 17 - Slide 17
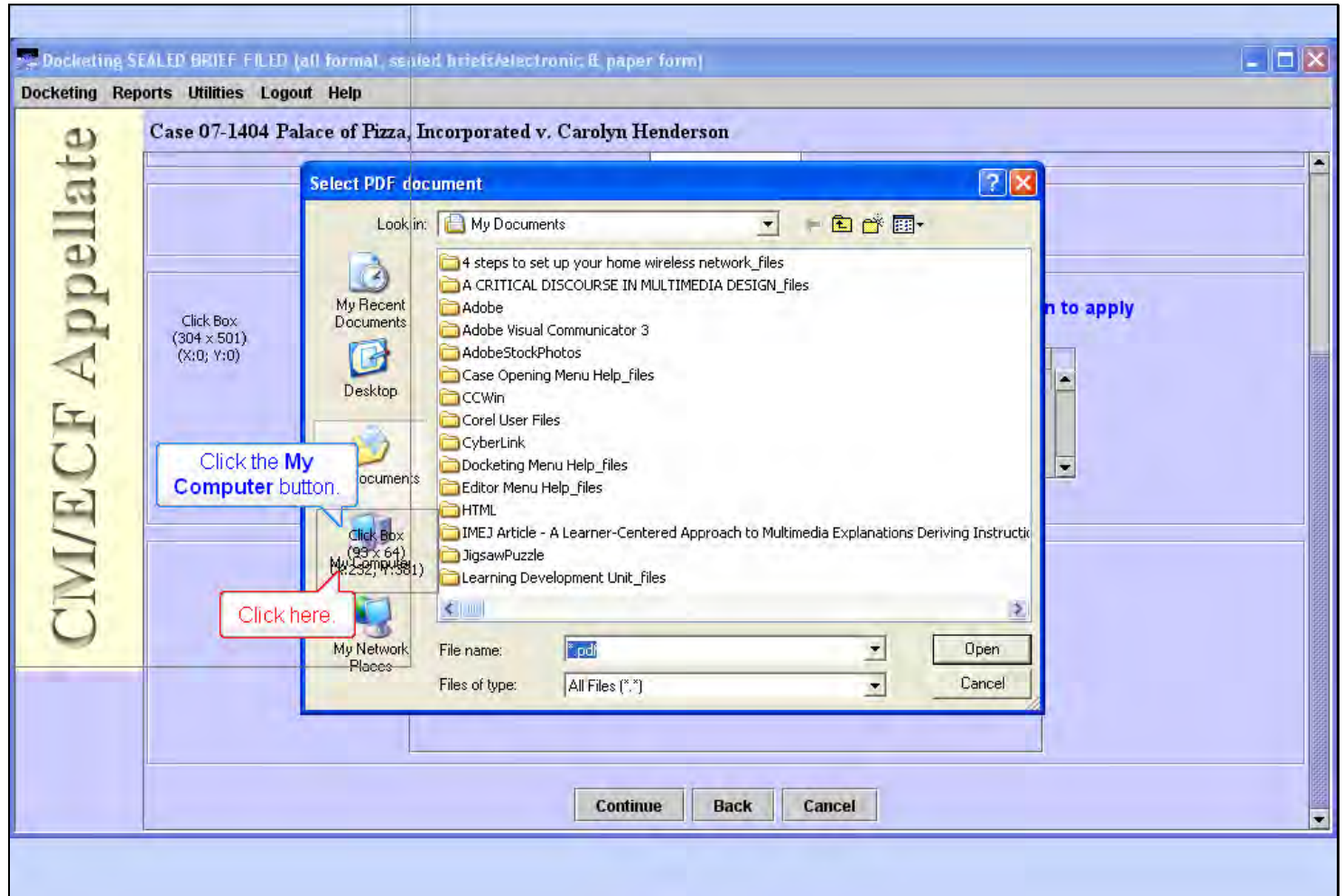
Slide notes

A Select PDF document dialog box pops up. By the way, for more information about how to find files on your computer, see the lesson module on Windows Navigation.

To browse to the correct folder, click the My Computer button.

Slide 18 - Slide 18
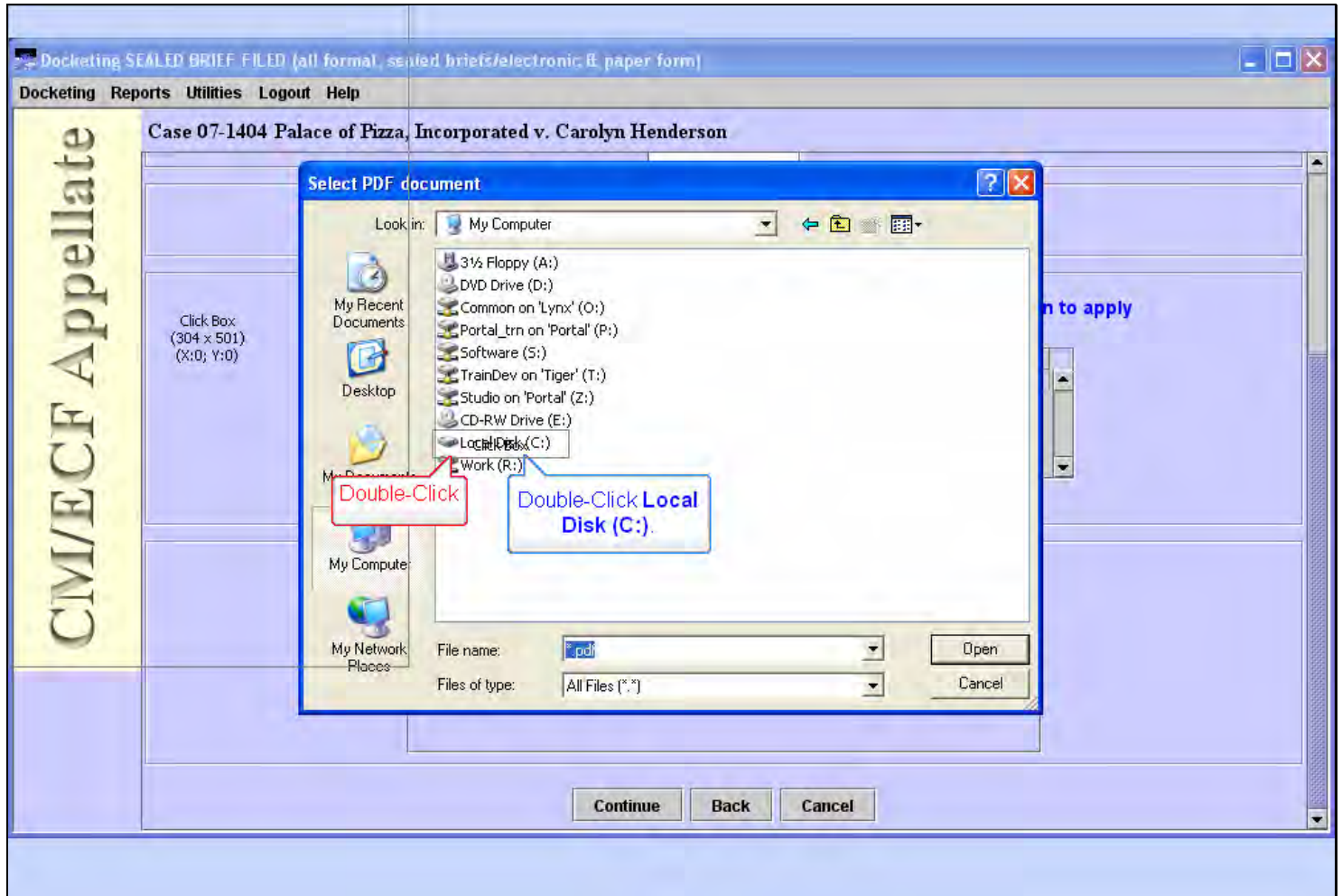
Slide notes

Double-click the Local Disk (C:) item to open it up.

Slide 19 - Slide 19
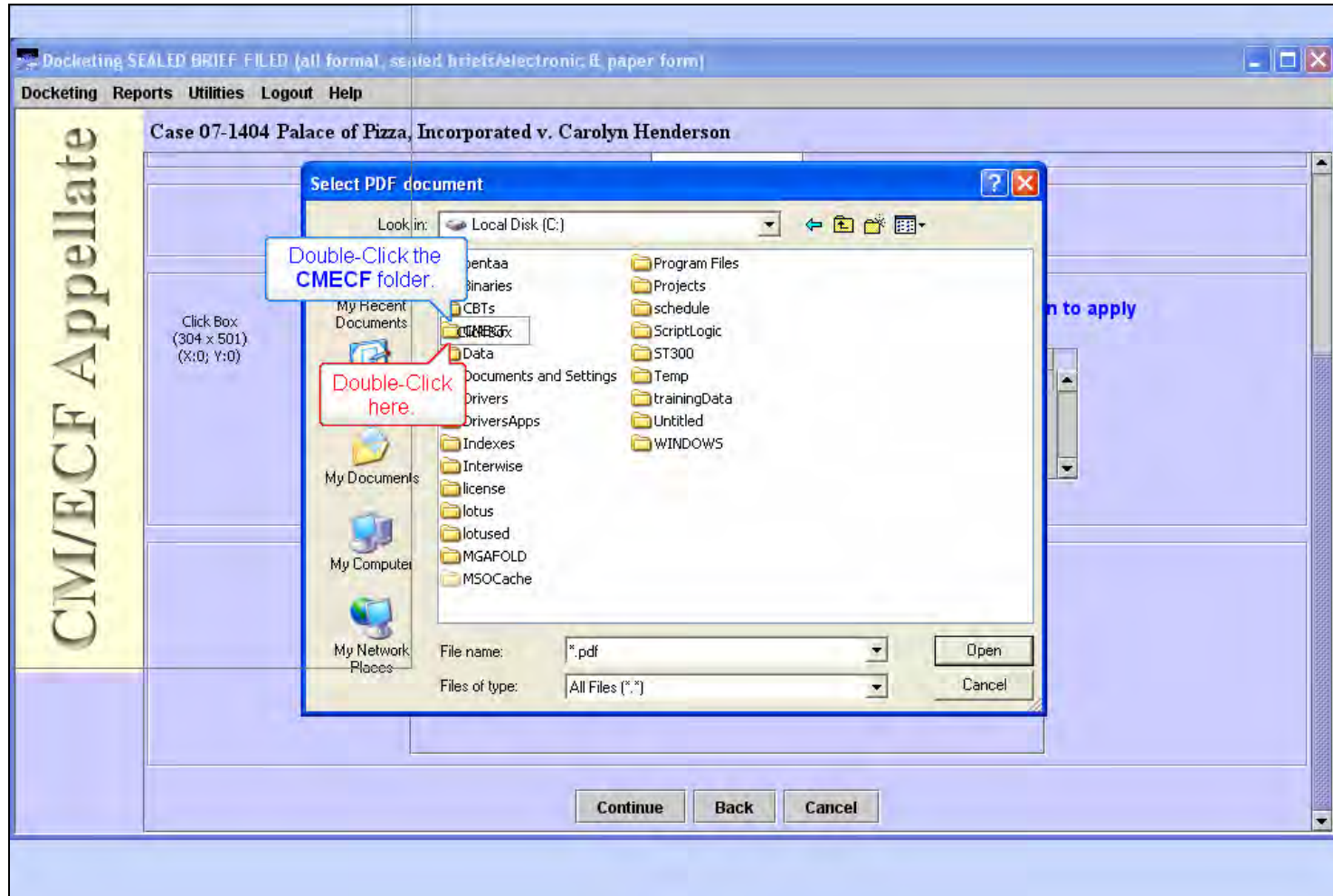
Slide notes

Now double-click the CMECF folder to open it.

Slide 20 - Slide 20
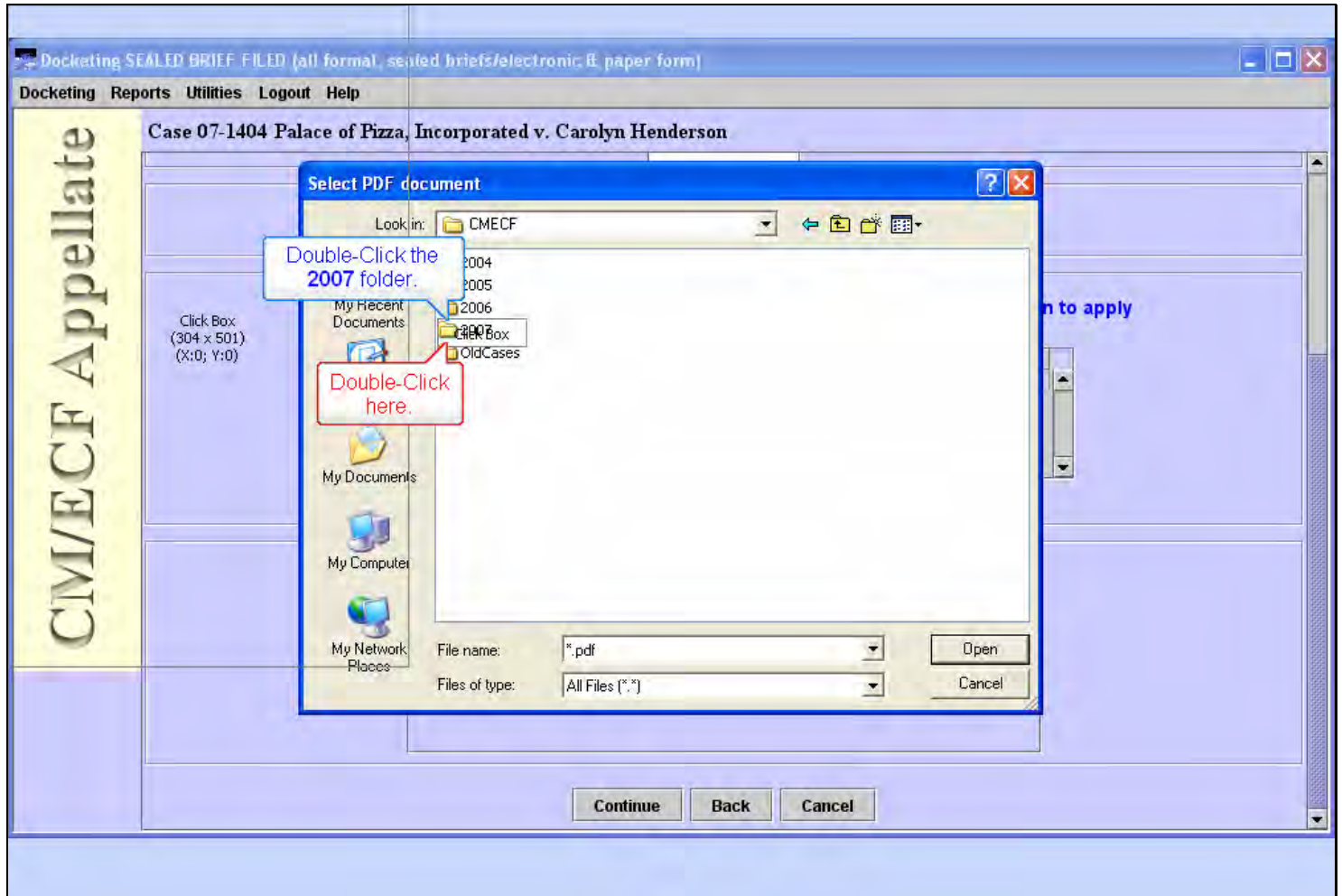
Slide notes

Now double-click the 2007 folder.

Slide 21 - Slide 21
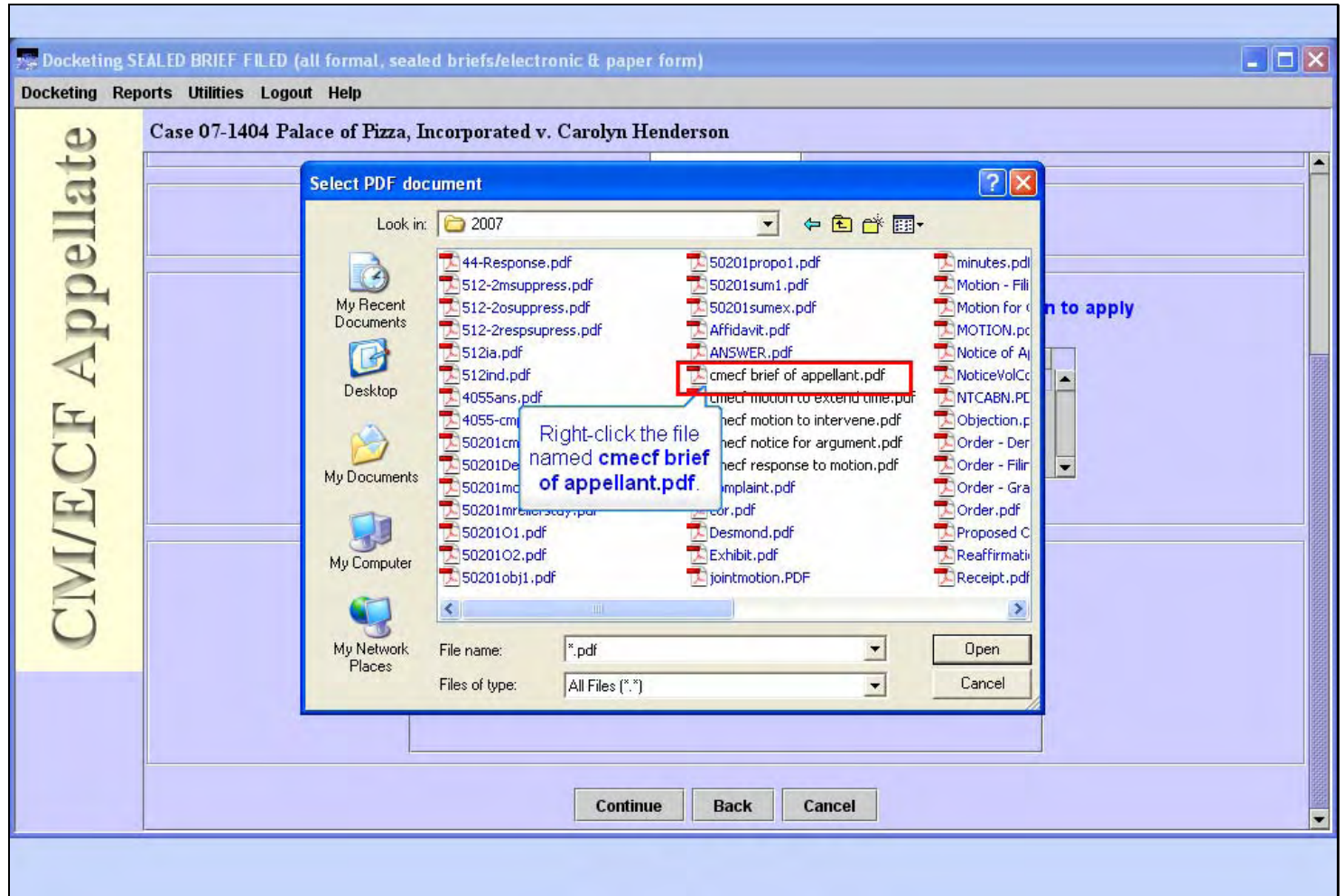
Slide notes

We are now looking at all the PDF files in the 2007 folder. The one that is our sealed brief is cmecf brief of appeallant.pdf.

It's a good practice to take a quick look at this file to be sure it's the correct one before you submit it to the court. In order to do that, you would right-click the file name. The right-click causes your browser to pop up a menu. Watch your screen and I'll do the right-click for you.

Slide 22 - Slide 22

Slide notes

Now from the drop-down menu, click on Open with Acrobat 8.

Slide 23 - Slide 23

Slide notes

And Adobe Acrobat opens the file so you can verify that it's the correct opening brief. Now that we're sure this is the right document, close the Acrobat window by clicking its close button.

Slide 24 - Slide 24

Slide notes

Now click the Open button.

Slide 25 - Slide 25

Slide notes

(Note: This is a transition slide.)

Slide 26 - Slide 26

Slide notes

CM/ECF fills in the document path and filename. If you had additional documents to file with the brief, you would click the Add Another button and repeat the process.

Now click the Continue button.

Slide 27 - Slide 27

Slide notes

(Note: This is a transition slide.)

Slide 28 - Slide 28

Slide notes

CM/ECF is creating docket text based on our selections and entries thus far. You should read the text carefully. If you see anything that is incorrect, you should click the Back button and back up to correct the error. We'll assume everything looks correct, so click the Continue button.

Slide 29 - Submit the Transaction

Slide notes

This is the point of no return. Read the text carefully to make sure all the information is correct. After you click the Submit button, you will have no further chance to back up and change anything.

We'll assume everything is correct, so click the Submit button.

Slide 30 - Slide 30

Slide notes

(Note: This is a transition slide.)

Slide 31 - Slide 31

Slide notes

When the CM/ECF server receives your transaction, you'll receive this confirmation. Click the OK button.

Slide 32 - Slide 32

Slide notes

(Note: This is a transition slide.)

Slide 33 - NDA

Slide notes

CM/ECF sends you a Notice of Docket Activity, or NDA. It's a good practice to save a copy of this notice. To do so, click File in your browser's menu.

Slide 34 - Slide 34

Slide notes

Now click Save As ... .

Slide 35 - Slide 35

Slide notes

(Note: This is a transition slide.)

Slide 36 - Slide 36

Slide notes

Make note of the folder in which your NDA will be saved. You can change the location if desired, and you can change the file name also if desired. We'll leave the location and file name as they are. Click the Save button.

Slide 37 - Slide 37

Slide notes

Remember the case number in this NDA is a hyperlink to the docket report for this case, and the word Document(s) is a hyperlink to the file you just submitted. Also remember that the bottom of the report indicates who is noticed by E-mail and who would need to be noticed by regular mail.

For now, close the NDA by clicking its X.

Slide 38 - Slide 38

Slide notes

And we're back to the Event Selection screen. If you had another document to file in this case, you could do so. Or you could enter a different case number to file a document in a different case.

We'll assume you're done for this lesson.

Slide 39 - Summary

Slide notes

This concludes the lesson module. In summary, these are the things you should now be able to do. You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide 40 - Exit

Slide notes

Thanks for taking the lesson. Goodbye.

Slide 1 - Welcome

Slide notes

Welcome to the lesson on Filing a Certificate of Confidentiality.

Slide 2 - Navigation

Slide notes

This screen tells you how to navigate through this lesson and describes some of the other features of the screens. When you're ready to begin, click the Start button.

Slide 3 - Objectives

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete the module. Click Continue.

Slide 4 - Select Event

Slide notes

Remember, if the only material being sealed is material that was sealed in the District Court and personal data identifiers, the sealed version of your brief must be accompanied by a Certificate of Confidentiality. We will assume you have filed a sealed brief and are now filing your Certificate of Confidentiality. You've already logged in to CM/ECF, selected Docketing, and entered your case number. (For information on how to do those things, see the lesson module on Filing an Appearance of Counsel.)

You're now ready to select the appropriate event for the certificate. This takes two steps. First, you would select the Event Category in the left pane, then you would select the specific event in the right pane. In this case, the correct category in the left pane - Forms, Notices & Filing Fees - is already selected. And the events in the right pane are those that belong to that category. Certificate of confidentiality filed is in the list, so click the radio button for that event.

Slide 5 - Slide 5

Slide notes

To continue, click the down arrow in the scroll bar.

Slide 6 - Slide 6

Slide notes

Now click the Docket Event button.

Slide 7 - Slide 7

Slide notes

(Note: This is a transition slide.)

Slide 8 - Party Filer

Slide notes

Now we need to select the party filer. Click the check box for Carolyn Henderson.

Slide 9 - Browse for PDF

Slide notes

We are now ready to find the PDF file that is our certificate. To find it, click the Browse button.

Slide 10 - Slide 10
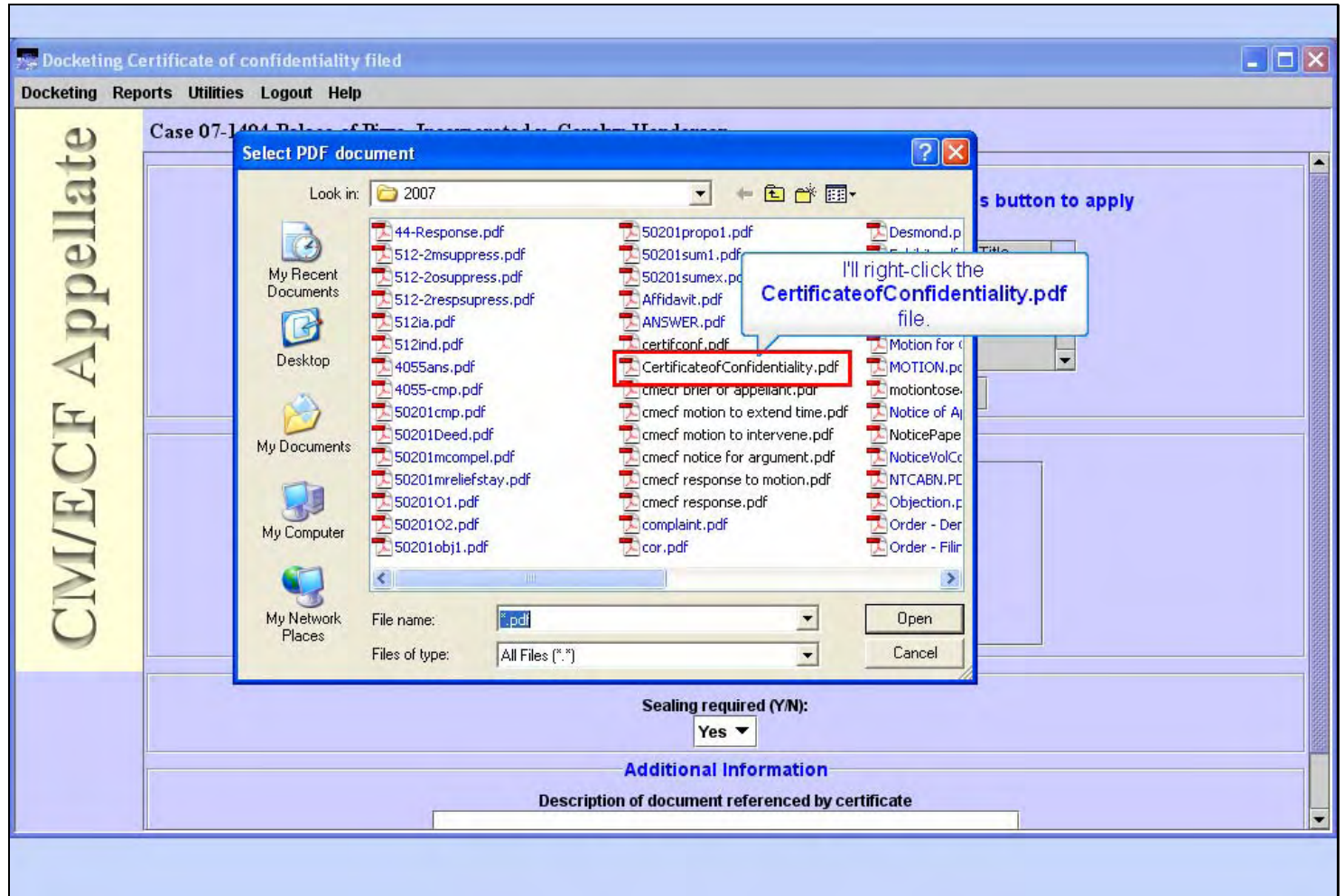
Slide notes

A Select PDF document dialog box pops up. By the way, for more information about how to find files on your computer, see the lesson module on Windows Navigation.

We are already in the correct folder where our PDF files are stored. The one that is our certificate is CertificateofConfidentiality.pdf.

It's a good practice to take a quick look at this file to be sure it's the correct one before you submit it to the court. In order to do that, you would right-click the file name. The right-click causes your browser to pop up a menu. Watch your screen and I'll do the right-click for you.

Slide 11 - Slide 11
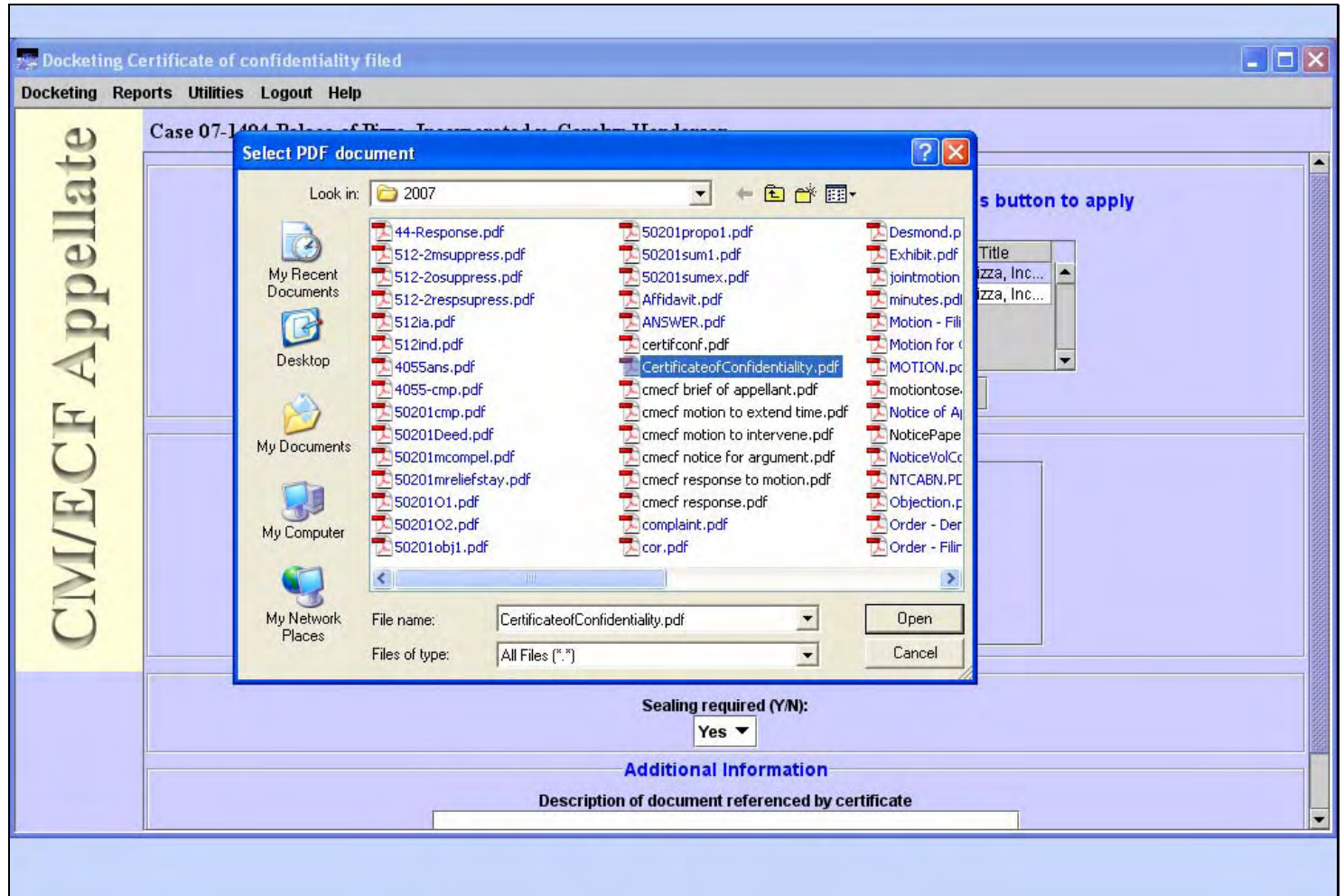
Slide notes

(Note: This is a transition slide.)

Slide 12 - Slide 12
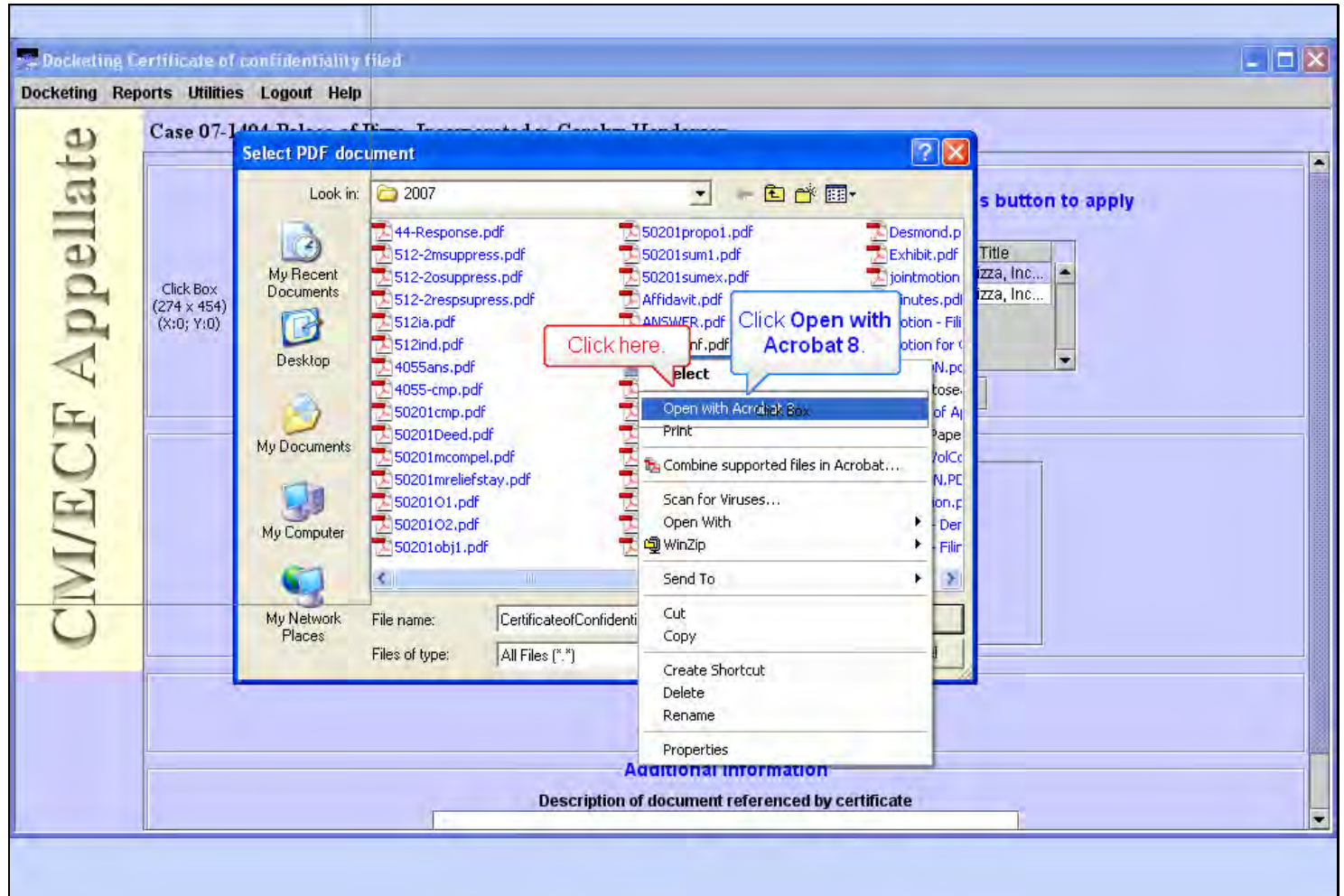
Slide notes

Now from the drop-down menu, click on Open with Acrobat 8.

Slide 13 - Slide 13
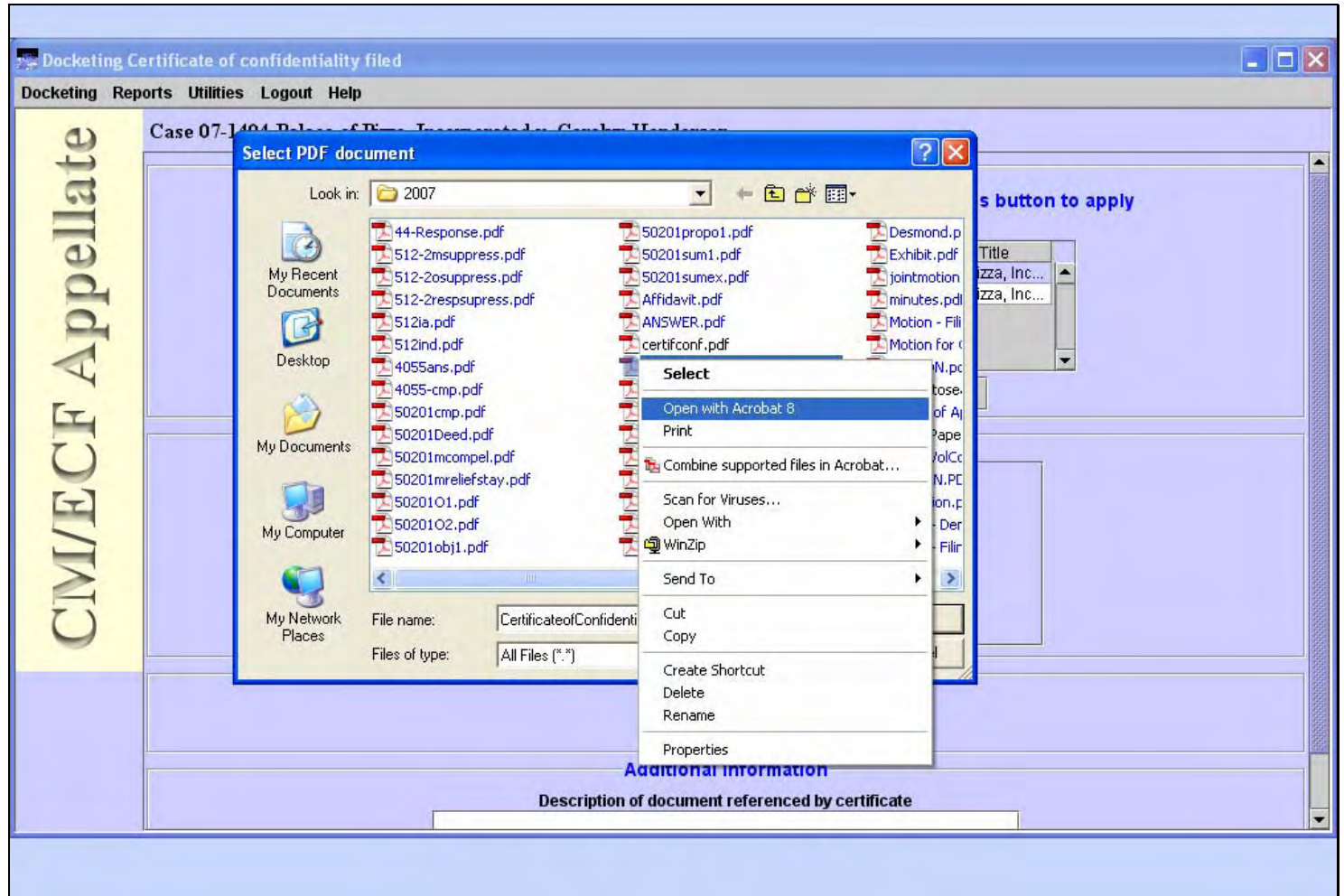
Slide notes

(Note: This is a transition slide.)

Slide 14 - Slide 14
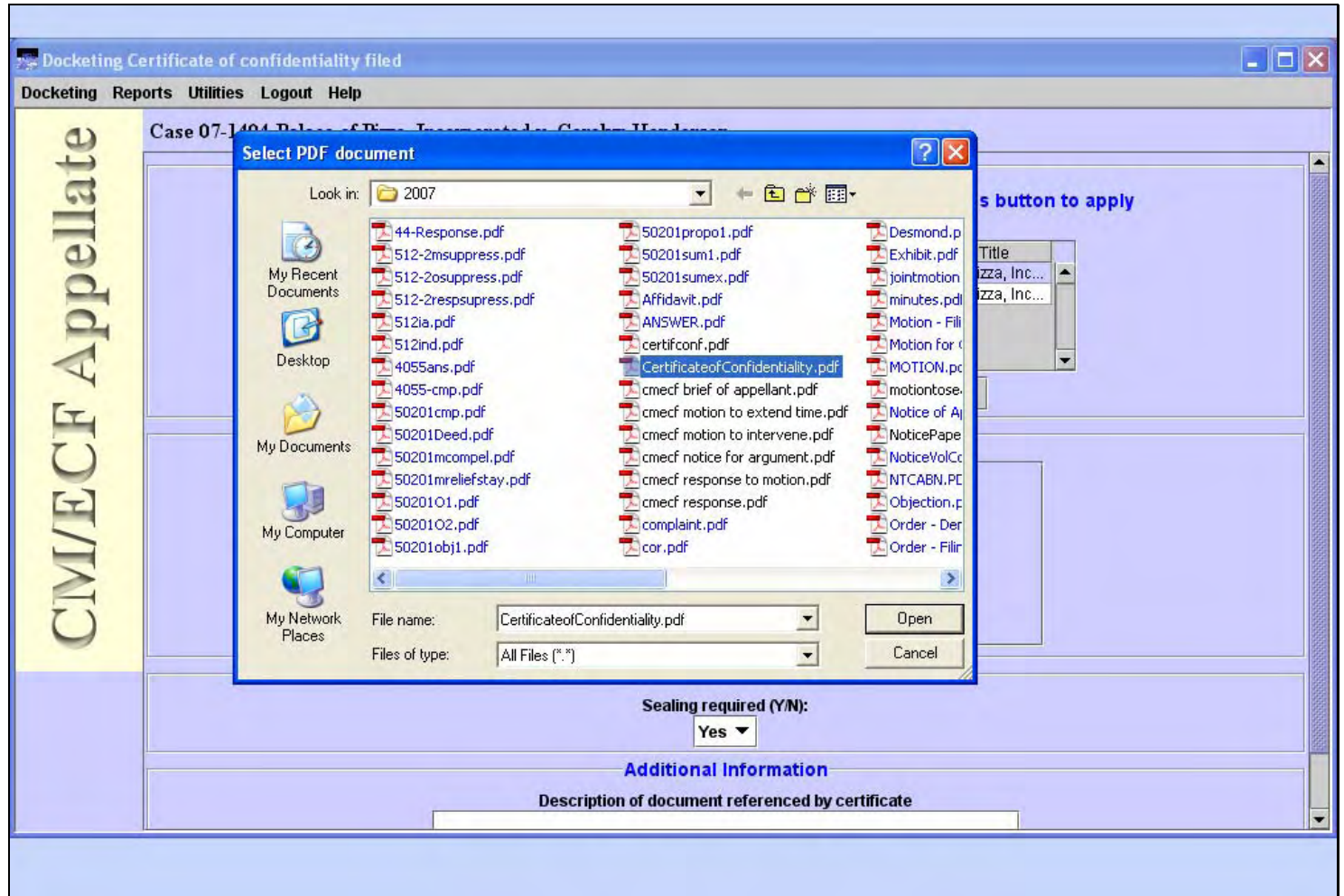
Slide notes

(Note: This is a transition slide.)

Slide 15 - Slide 15

Slide notes

Adobe Acrobat shows you the contents of the file. Since this is the correct file, close the Acrobat window by clicking its close button.

Slide 16 - Slide 16

Slide notes

Now click the Open button.

Slide 17 - Slide 17

Slide notes

(Note: This is a transition slide.)

Slide 18 - Slide 18

Slide notes

CM/ECF fills in the document path and filename. If you had additional documents to file with the certificate, you would click the Add Another button and repeat the process.

Now click the down arrow in the scroll bar to scroll down.

Slide 19 - Additional Information

Slide notes

We need to add some additional information. First, there is a drop-down list to indicate whether or not sealing is required. The default is Yes. We'll leave it as Yes in this lesson.

Next, we need to describe the document referenced by our certificate. In that field, type Sealed version of opening brief, then click the Continue button.

Slide 20 - Slide 20

Slide notes

CM/ECF is creating docket text based on our selections and entries thus far. You should read the text carefully. If you see anything that is incorrect, you should click the Back button and back up to correct the error. We'll assume everything looks correct, so click the Continue button.

Slide 21 - Submit the Transaction

Slide notes

This is the point of no return. Read the text carefully to make sure all the information is correct. After you click the Submit button, you will have no further chance to back up and change anything.

We'll assume everything is correct, so click the Submit button.

Slide 22 - Slide 22

Slide notes

When the CM/ECF server receives your transaction, you'll receive this confirmation. Click the OK button.

Slide 23 - Slide 23

Slide notes

(Note: This is a transition slide.)

Slide 24 - Slide 24

Slide notes

(Note: This is a transition slide.)

Slide 25 - NDA

Slide notes

CM/ECF sends you a Notice of Docket Activity, or NDA. It's a good practice to save a copy of this notice. To do so, click File in your browser's menu.

Slide 26 - Slide 26

Slide notes

(Note: This is a transition slide.)

Slide 27 - Slide 27

Slide notes

Now click Save As ... .

Slide 28 - Slide 28

Slide notes

(Note: This is a transition slide.)

Slide 29 - Slide 29

Slide notes

Make note of the folder in which your NDA will be saved. You can change the location if desired, and you can change the file name also if desired. We'll leave the location and file name as they are. Click the Save button.

Slide 30 - Slide 30

Slide notes

Remember the case number in this NDA is a hyperlink to the docket report for this case, and the word Document(s) is a hyperlink to the file you just submitted. Also remember that the bottom of the report indicates who is noticed by E-mail and who would need to be noticed by regular mail.

For now, close the NDA by clicking its X.

Slide 31 - Slide 31

Slide notes

And we're back to the Event Selection screen. If you had another document to file in this case, you could do so. Or you could enter a different case number to file a document in a different case.

We'll assume you're done for this lesson.

Slide 32 - Summary

Summary

You should now be able to:

- Select a Docket Event Category
- Select a Docket Event
- Locate and Submit a PDF File
- Submit a Docket Transaction
- View and Save a Notice of Docket Activity

You may exit the lesson module be selecting **Exit the Lesson** from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide notes

This concludes the lesson module. In summary, these are the things you should now be able to do. You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide 33 - Exit

Slide notes

Thanks for taking the lesson. Goodbye.

Slide 1 - Welcome

Slide notes

Welcome to the lesson on Filing a Motion to Seal.

Slide 2 - Navigation

Slide notes

This screen tells you how to navigate through this lesson and describes some of the other features of the screens. When you're ready to begin, click the Start button.

Slide 3 - Objectives

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete the module. Click Continue.

Slide 4 - Event Selection

Slide notes

We will assume you are going to file a motion to seal your brief.   You've already logged in to CM/ECF, selected Docketing, and entered your case number. For details on how to do those steps, see the lesson module on Filing an Appearance of Counsel.

You're now ready to select the appropriate event for the motion. This takes two steps. First, you would select the Event Category in the left pane, then you would select the specific event in the right pane. In this case, the category in the left pane is Motions, Responses & Replies. Click the radio button for that category.

Slide 5 - Slide 5

Slide notes

Now the right pane shows all the events in that selected category. Click the radio button for the Motion filed event.

Slide 6 - Slide 6

Slide notes

To continue, click the down arrow in the scroll bar.

Slide 7 - Slide 7

Slide notes

Now click the Docket Event button.

Slide 8 - Slide 8

Slide notes

(Note: This is a transition slide.)

Slide 9 - Party Filer

Slide notes

Now we need to select the party filer. If the party you are representing is not listed, you could type their name in the field under Additional Information. Since you're representing the Appellant in this case, click the check box for Carolyn Henderson.

Slide 10 - Browse for PDF

Slide notes

We are now ready to find the PDF file that is our motion. To find it, click the Browse button.

Slide 11 - Slide 11
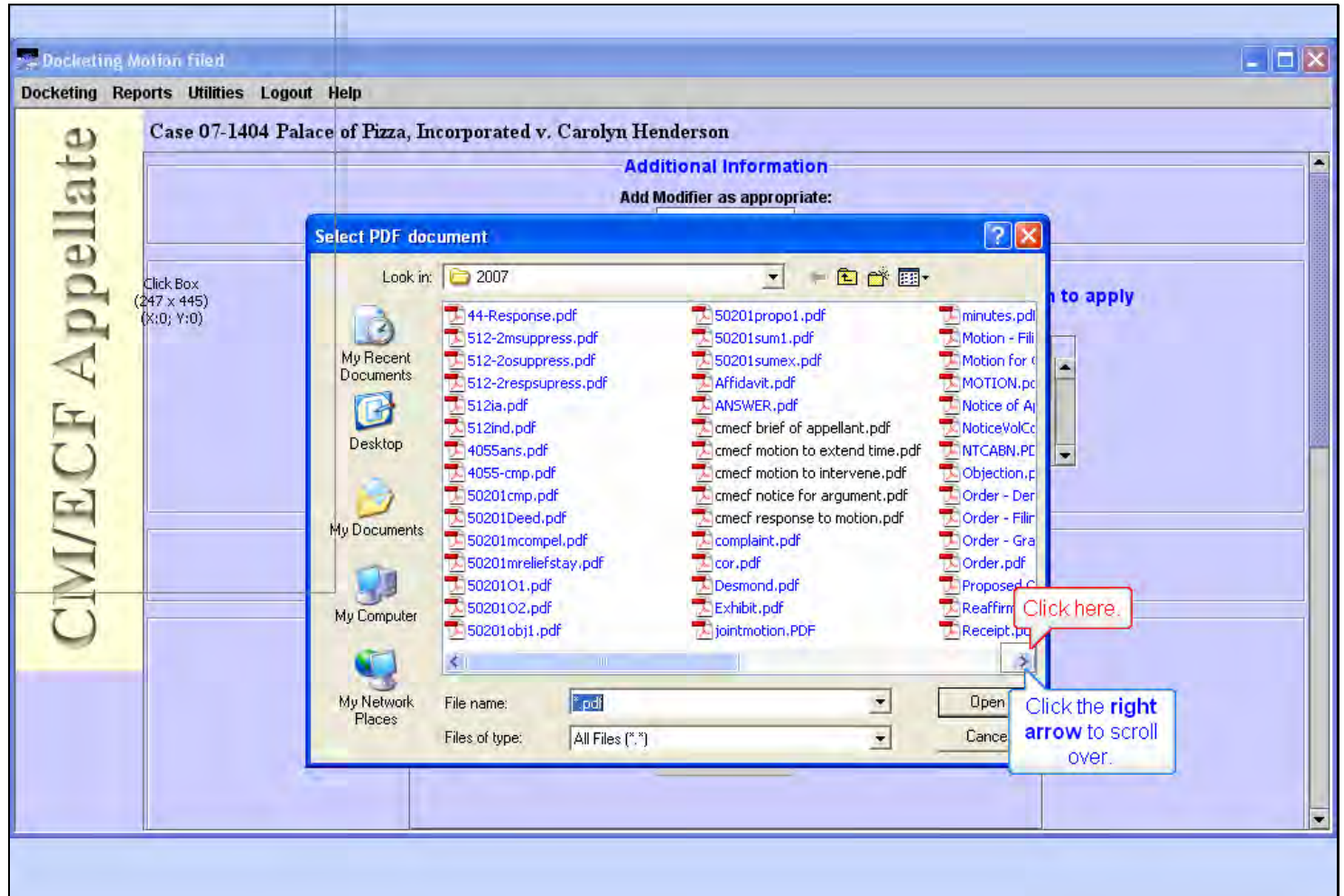
Slide notes

A Select PDF document dialog box pops up. By the way, for information about how to find files on your computer, see the lesson module on Windows Navigation.

We are already in the correct folder where our PDF files are stored, but the one that is our motion is not visible at the moment. Since the files are listed in alphabetical order, click the right arrow in the scroll bar to move over to the right.

Slide 12 - Slide 12
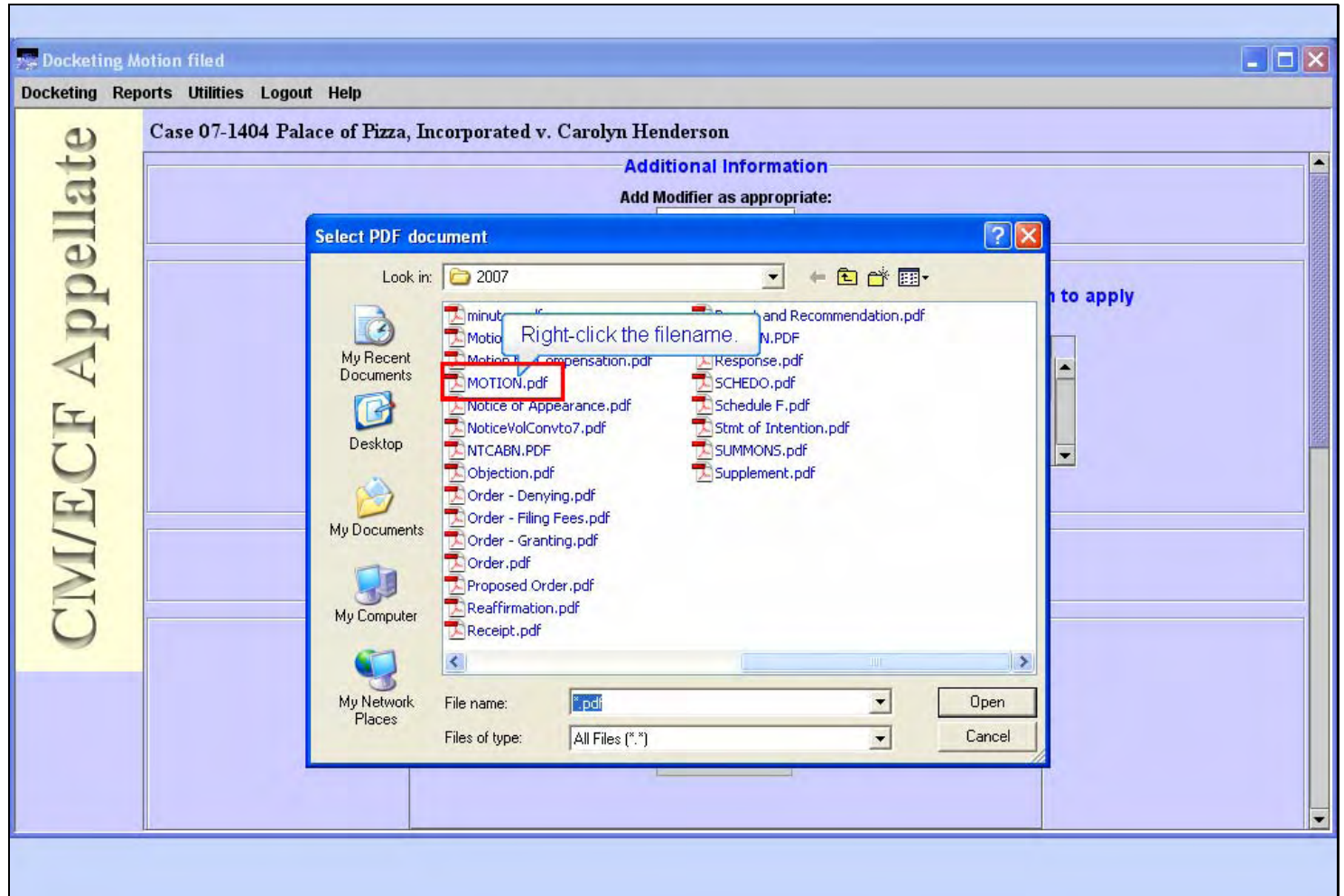
Slide notes

And now we can see our file, named Motion.pdf.

It's a good practice to take a quick look at this file to be sure it's the correct one before you submit it to the court. In order to do that, you would right-click the file name. The right-click causes your browser to pop up a menu. Watch your screen and I'll do the right-click for you.

Slide 13 - Slide 13
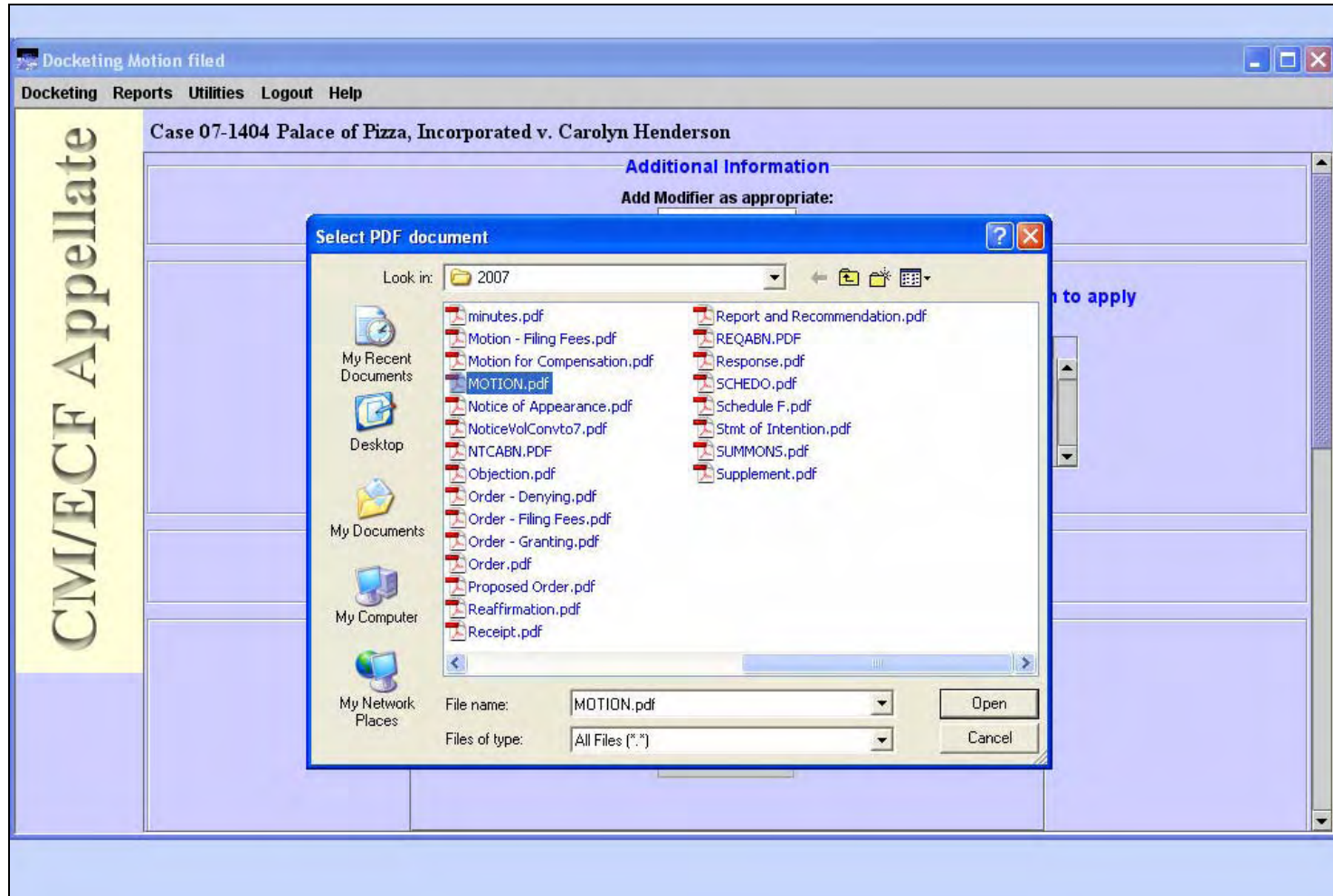
Slide notes

(Note: This is a transition slide.)

Slide 14 - Slide 14
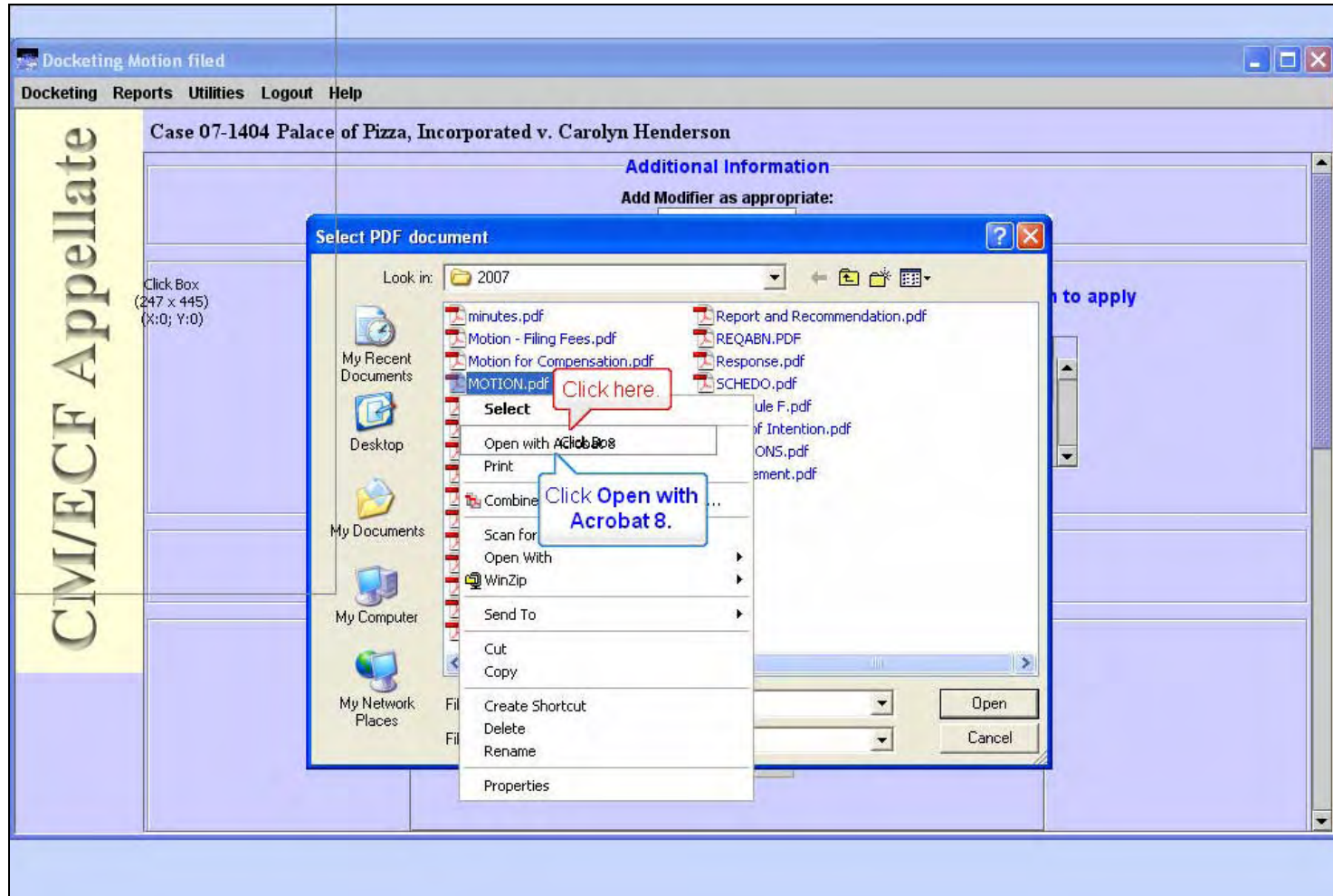
Slide notes

Now from the pop-up menu, click on Open with Acrobat 8.

Slide 15 - Slide 15

Slide notes

(Note: This is a transition slide.)

Slide 16 - Slide 16

Slide notes

Adobe Acrobat shows you the contents of the file. Since this is the correct file, close the Acrobat window by clicking its close button.

Slide 17 - Slide 17

Slide notes

Now click the Open button.

Slide 18 - Slide 18

Slide notes

CM/ECF fills in the document path and filename. If you had additional documents to file with the motion, you would click the Add Another button and repeat the process.

Now click the down arrow in the scroll bar to scroll down.

Slide 19 - Service

Slide notes

Next we need to enter the service date and method of service. Type 10/23/2007 in the Service Date field, then click the US Mail check box.

Slide 20 - Slide 20

Slide notes

To continue, click the down arrow on the scroll bar.

Slide 21 - Relief

Slide notes

We now need to select the desired relief or reliefs in the motion we are filing. To do that, we will use the two drop-down lists to select the category and description of each relief.

Remember to read the instructional text in blue on each screen to help you understand what to do.

Click the down arrow in the Category drop-down list.

Slide 22 - Slide 22

Slide notes

The two choices in this list are all reliefs and Motions, Responses & Replies. Click the second choice.

Slide 23 - Slide 23

Slide notes

Selecting a category in the left-hand drop-down list limits the choices in the Description drop-down list to only those descriptions in that category. Now click the down arrow in the Description drop-down list.

Slide 24 - Slide 24

Slide notes

There are several specific motion reliefs listed here in alphabetical order. We are filing a motion to seal, so we are looking for the relief "Seal". You could use the scroll bar at the right of the list to move down to the S's, but a quicker way is to type the first letter of the relief you're looking for. For this example, type the letter "S".

Slide 25 - Slide 25

Slide notes

We have now jumped down the list to the first relief that starts with an S. But we need to scroll down some more to find Seal. Click the down arrow in the scroll bar.

Slide 26 - Slide 26

Slide notes

And now we can see the Seal relief. Click Seal to select it.

Slide 27 - Slide 27

Slide notes

Once the correct Category and Description are selected, click the Apply button to add that relief to the list of Selected Reliefs.

Slide 28 - Slide 28

Slide notes

CM/ECF adds Seal to our list of Selected Reliefs. If your motion asked for additional relief, you could repeat the process of selecting the Category and Description, then clicking the Apply button. The Up, Down, Remove, and Clear All buttons are for rearranging or removing selected reliefs.

Since Seal is the only relief we need in this motion, click the Continue button.

Slide 29 - Slide 29

Slide notes

(Note: This is a transition slide.)

Slide 30 - Additional Information

Slide notes

Now for some additional information about our motion to seal. First, we need to indicate whether or not opposing counsel was informed about your motion. Click the down arrow in the first drop-down list.

Slide 31 - Slide 31

Slide notes

Click the Y for yes.

Slide 32 - Slide 32

Slide notes

Now click the down arrow for the second drop-down list.

Slide 33 - Slide 33

Slide notes

Since opposing counsel has not consented to granting this motion, click N for no.

Slide 34 - Slide 34

Slide notes

(Note: This is a transition slide.)

Slide 35 - Slide 35

Slide notes

Now we need to describe what material we want sealed. In the text field, type Sealed version of opening brief, then click the Continue button.

Slide 36 - Slide 36

Slide notes

(Note: This is a transition slide.)

Slide 37 - Docket Text
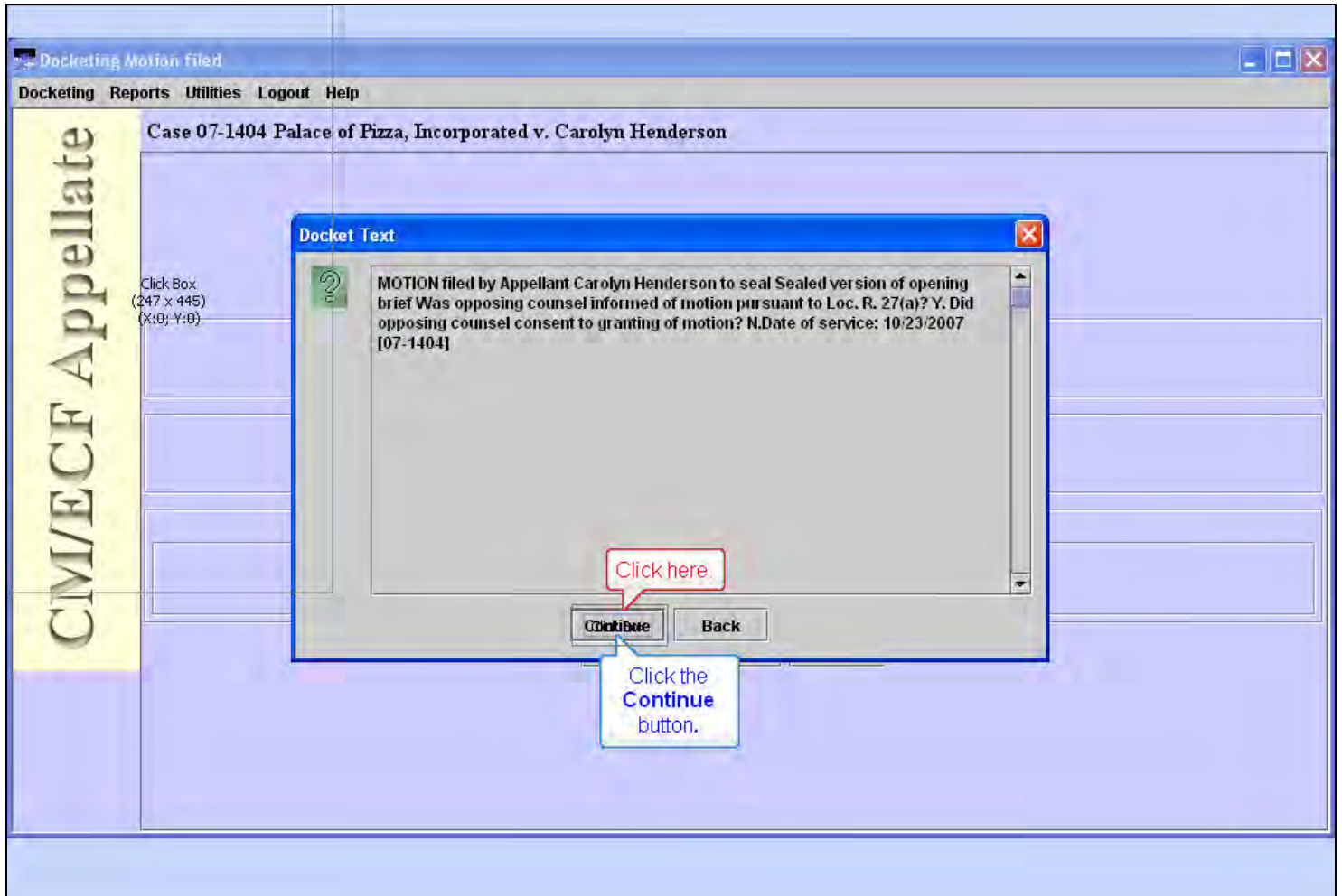
Slide notes

CM/ECF is creating docket text based on our selections and entries thus far. You should read the text carefully. If you see anything that is incorrect, you should click the Back button and back up to correct the error. We'll assume everything looks correct, so click the Continue button.

Slide 38 - Submit Transaction

Slide notes

This is the point of no return. Read the text carefully to make sure all the information is correct. After you click the Submit button, you will have no further chance to back up and change anything.

We'll assume everything is correct, so click the Submit button.

Slide 39 - Slide 39

Slide notes

(Note: This is a transition slide.)

Slide 40 - Slide 40

Slide notes

When the CM/ECF server receives your transaction, you'll receive this confirmation. Click the OK button.

Slide 41 - Slide 41

Slide notes

(Note: This is a transition slide.)

Slide 42 - Slide 42

Slide notes

(Note: This is a transition slide.)

Slide 43 - NDA

Slide notes

CM/ECF sends you a Notice of Docket Activity, or NDA. It's a good practice to save a copy of this notice. To do so, click File in your browser's menu.

Slide 44 - Slide 44

Slide notes

(Note: This is a transition slide.)

Slide 45 - Slide 45

Slide notes

Now click Save As ... .

Slide 46 - Slide 46

Slide notes

Make note of the folder in which your NDA will be saved. You can change the location if desired, and you can change the file name also if desired. We'll leave the location and file name as they are. Click the Save button.

Slide 47 - Slide 47

Slide notes

Remember the case number in this NDA is a hyperlink to the docket report for this case, and the word Document(s) is a hyperlink to the file you just submitted. Also remember that the bottom of the report indicates who is noticed by E-mail and who would need to be noticed by regular mail.

For now, close the NDA by clicking its X.

Slide 48 - Slide 48

Slide notes

And we're back to the Event Selection screen. If you had another document to file in this case, you could do so. Or you could enter a different case number to file a document in a different case.

We'll assume you're done for this lesson.

Slide 49 - Summary

Summary

You should now be able to:

- Select a Docket Event Category
- Select a Docket Event
- Select a Party Filer
- Locate and Submit a PDF File
- Select a Motion Relief
- Submit a Docket Transaction
- View and Save a Notice of Docket Activity

You may exit the lesson module be selecting **Exit the Lesson** from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide notes

This concludes the lesson module. In summary, these are the things you should now be able to do. You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide 50 - Exit
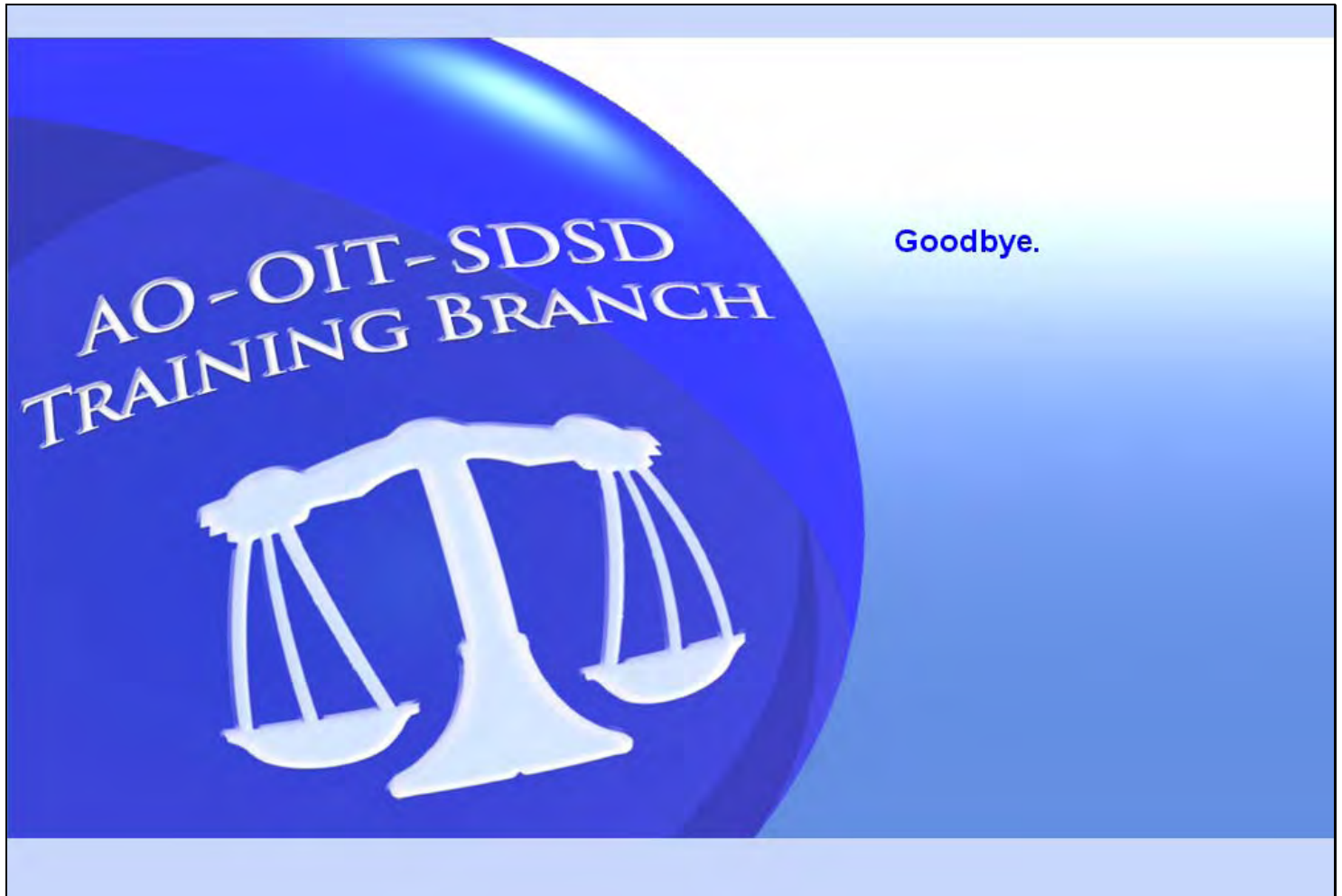
Slide notes

Thanks for taking the lesson. Goodbye.

Slide 1 - Welcome

Slide notes

Welcome to the lesson on Filing a Response to a Motion.

Slide 2 - Navigation

Slide notes

This screen tells you how to navigate through this lesson and describes some of the other features of the screens. When you're ready to begin, click the Start button.

Slide 3 - Objectives

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete the module. Click Continue.

Slide 4 - Event Selection

Slide notes

In this lesson we've already logged in to CM/ECF and selected Docketing from the CM/ECF main menu. If you need to review these steps, see the lesson module on Filing an Appearance of Counsel.

We will assume you are representing the appellee in this case, and you're going to file a response to a motion filed by opposing counsel. You are now ready to select the appropriate event category. From the left pane, click the radio button for Motions, Responses & Replies.

Slide 5 - Slide 5

Slide notes

The list of events in the Motions, Responses & Replies category is now listed in the right pane. From that list of events, click the radio button for Response/answer filed.

Slide 6 - Slide 6

Slide notes

To continue, click the down arrow in the scroll bar.

Slide 7 - Slide 7

Slide notes

Now click the Docket Event button.

Slide 8 - Slide 8

Slide notes

(Note: This is a transition slide.)

Slide 9 - Party Filer

Slide notes

Now we need to select the party filer. Since you're representing the Appellee in this case, click the check box for Palace of Pizza, Incorporated.

Slide 10 - Nature of Response

Slide notes

We now need to indicate the nature of our response. Click the down arrow in the drop-down list for Nature of response.

Slide 11 - Slide 11

Slide notes

Click in opposition.

Slide 12 - Browse for PDF

Slide notes

We're now ready to find the PDF file that is our response. To find it, click the Browse button.
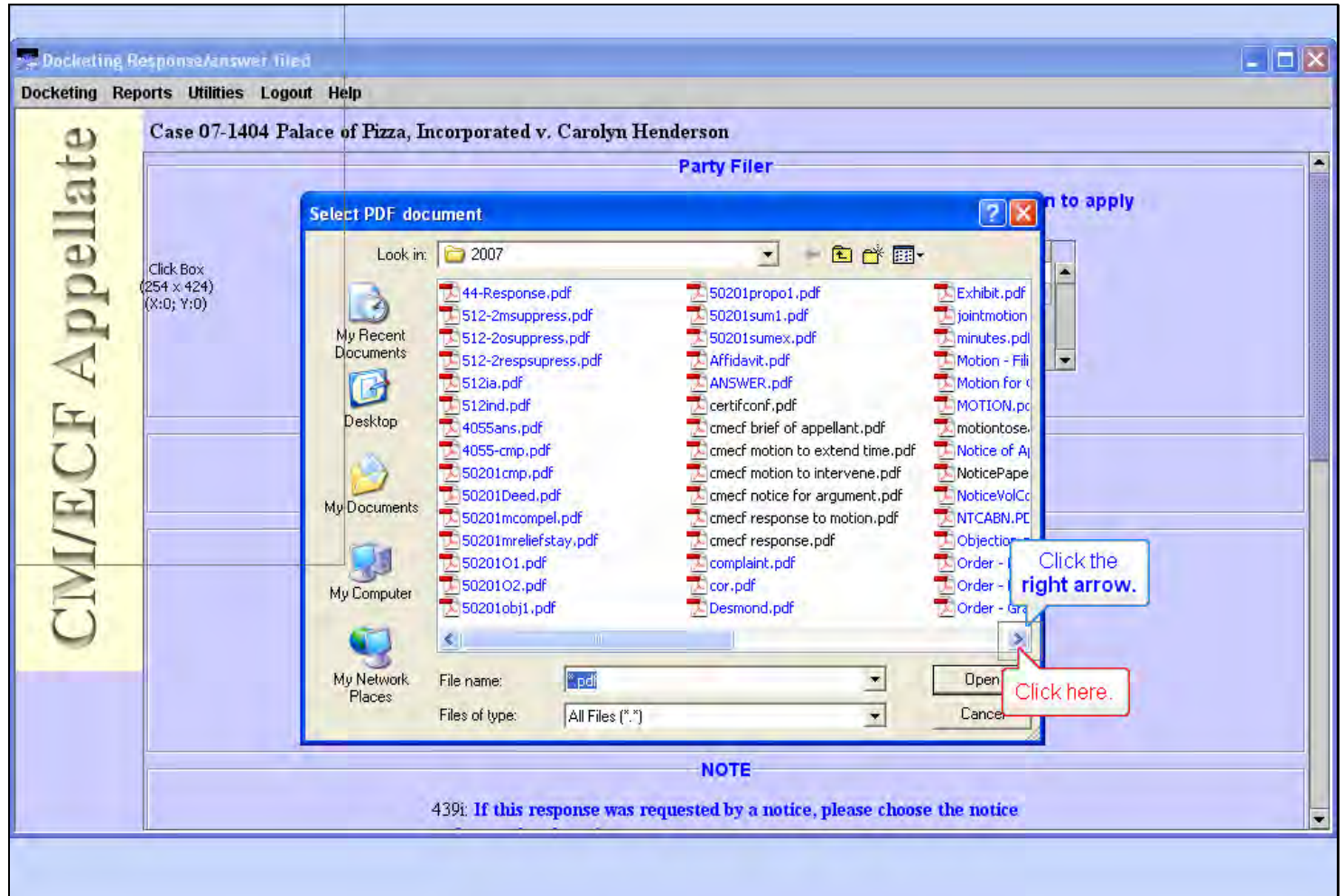
Slide 13 - Slide 13

Slide notes

A Select PDF document dialog box pops up. By the way, for more information about how to find files on your computer, see the lesson module on Windows Navigation.

We are already in the correct folder where our PDF files are stored, but the one that is our response is not visible at the moment. Since the files are listed in alphabetical order, click the right arrow in the scroll bar to move over to the right.

Slide 14 - Slide 14
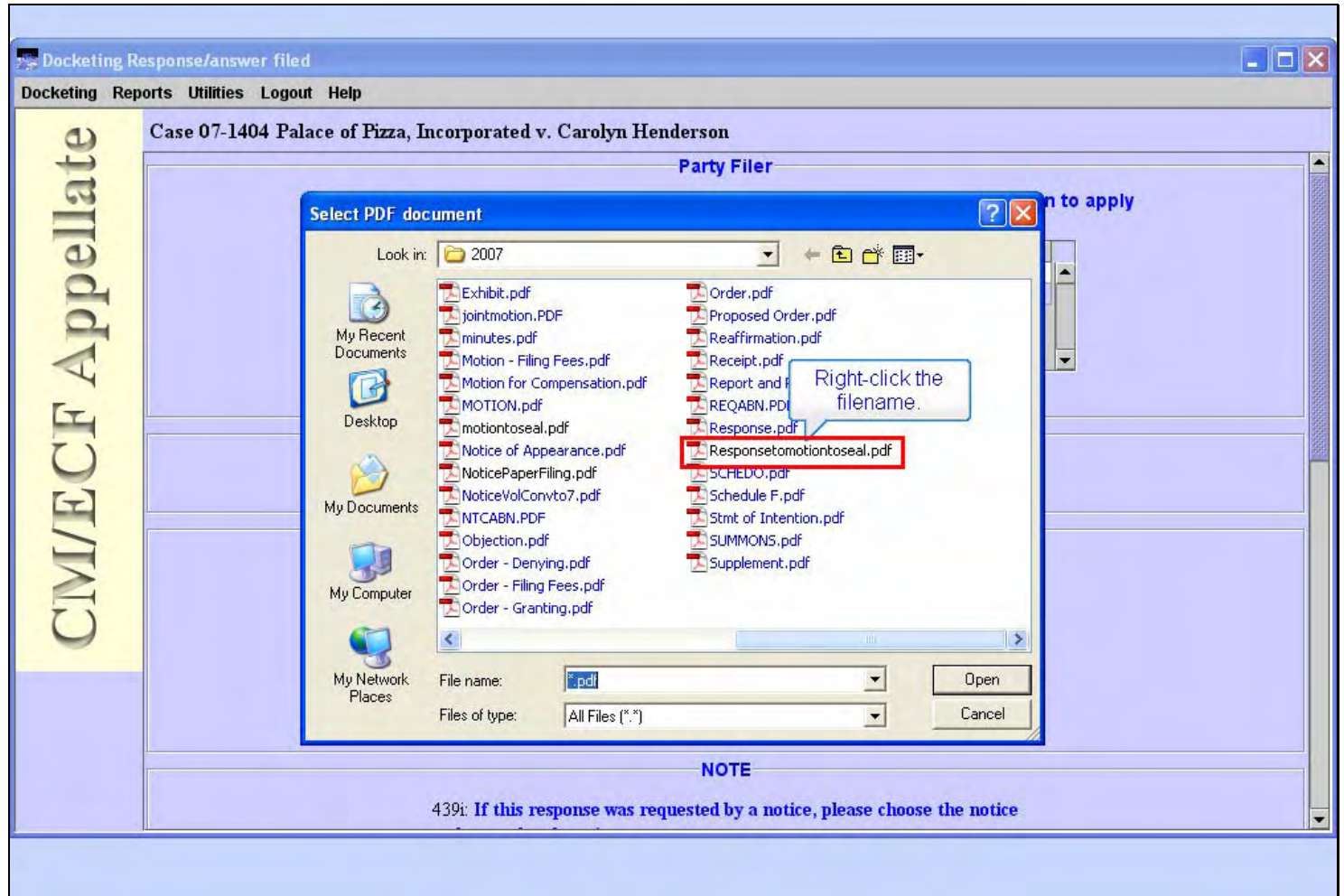
Slide notes

And now we can see our file, named Responsetomotiontoseal.pdf.

It's a good practice to take a quick look at this file to be sure it's the correct one before you submit it to the court. In order to do that, you would right-click the file name. The right-click causes your browser to pop up a menu. Watch your screen and I'll do the right-click for you.

Slide 15 - Slide 15
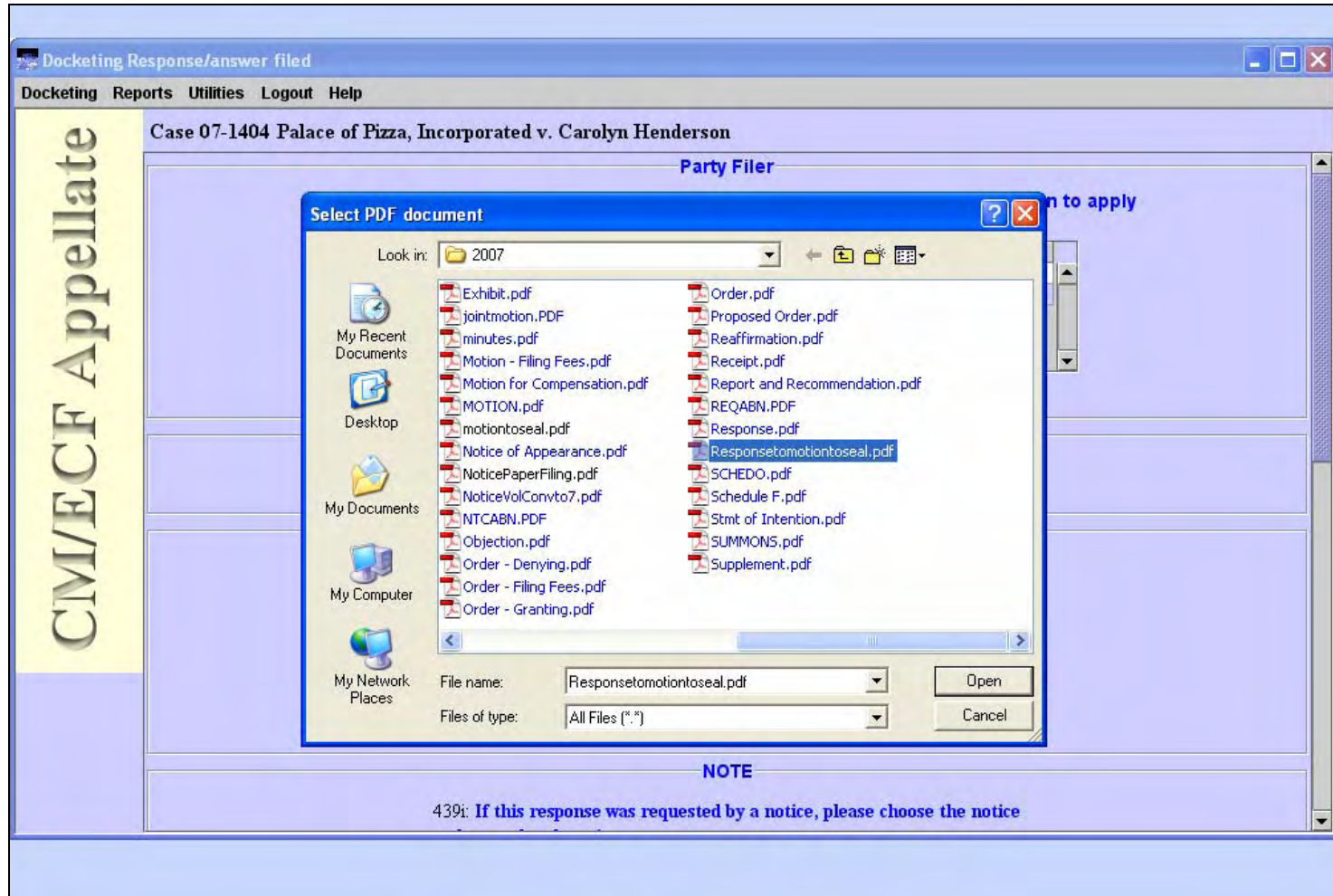
Slide notes

(Note: This is a transition slide.)

Slide 16 - Slide 16
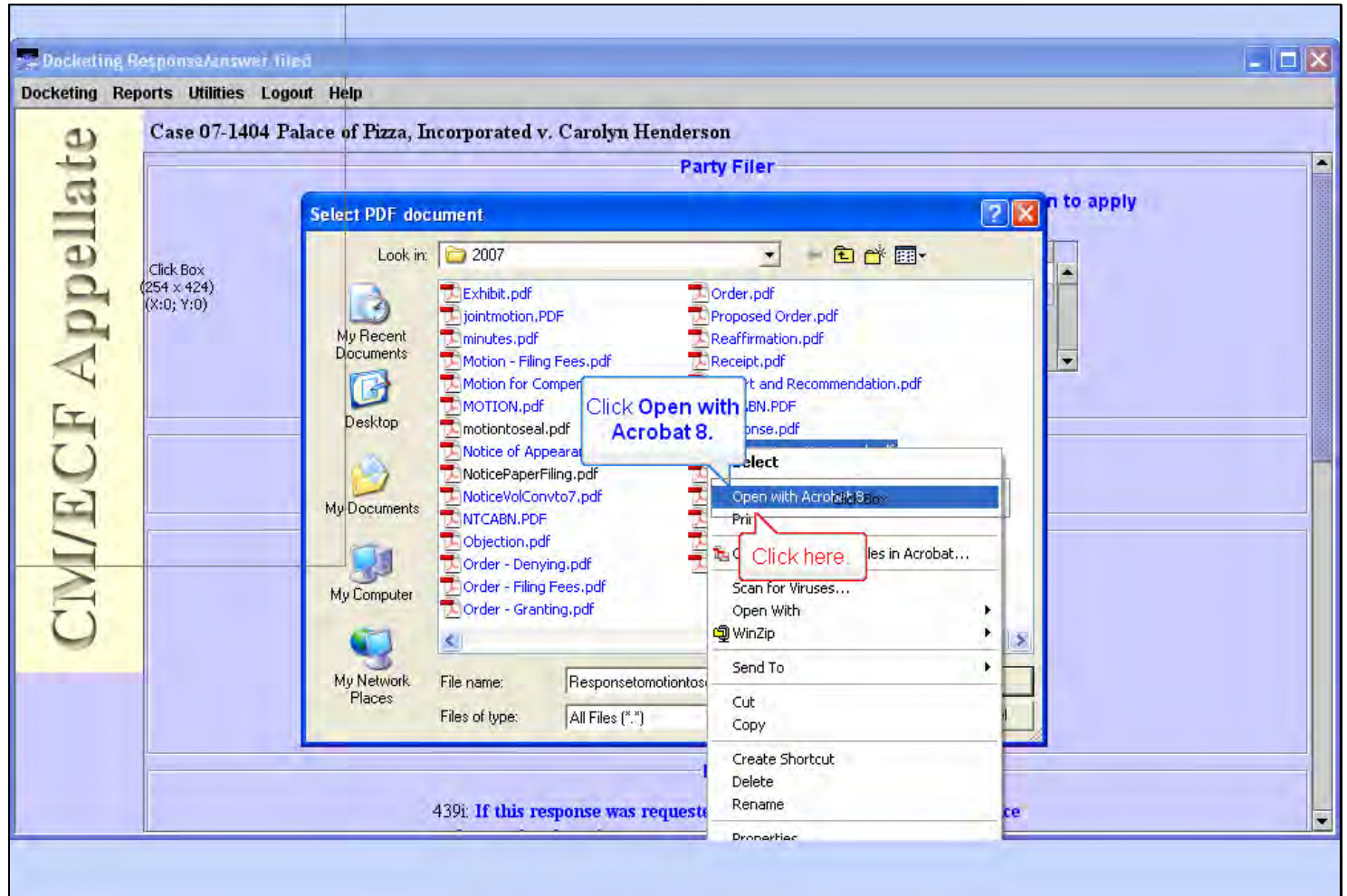
Slide notes

Now from the drop-down menu, click on Open with Acrobat 8.

Slide 17 - Slide 17

Slide notes

Note: This is a transition slide.

Slide 18 - Slide 18
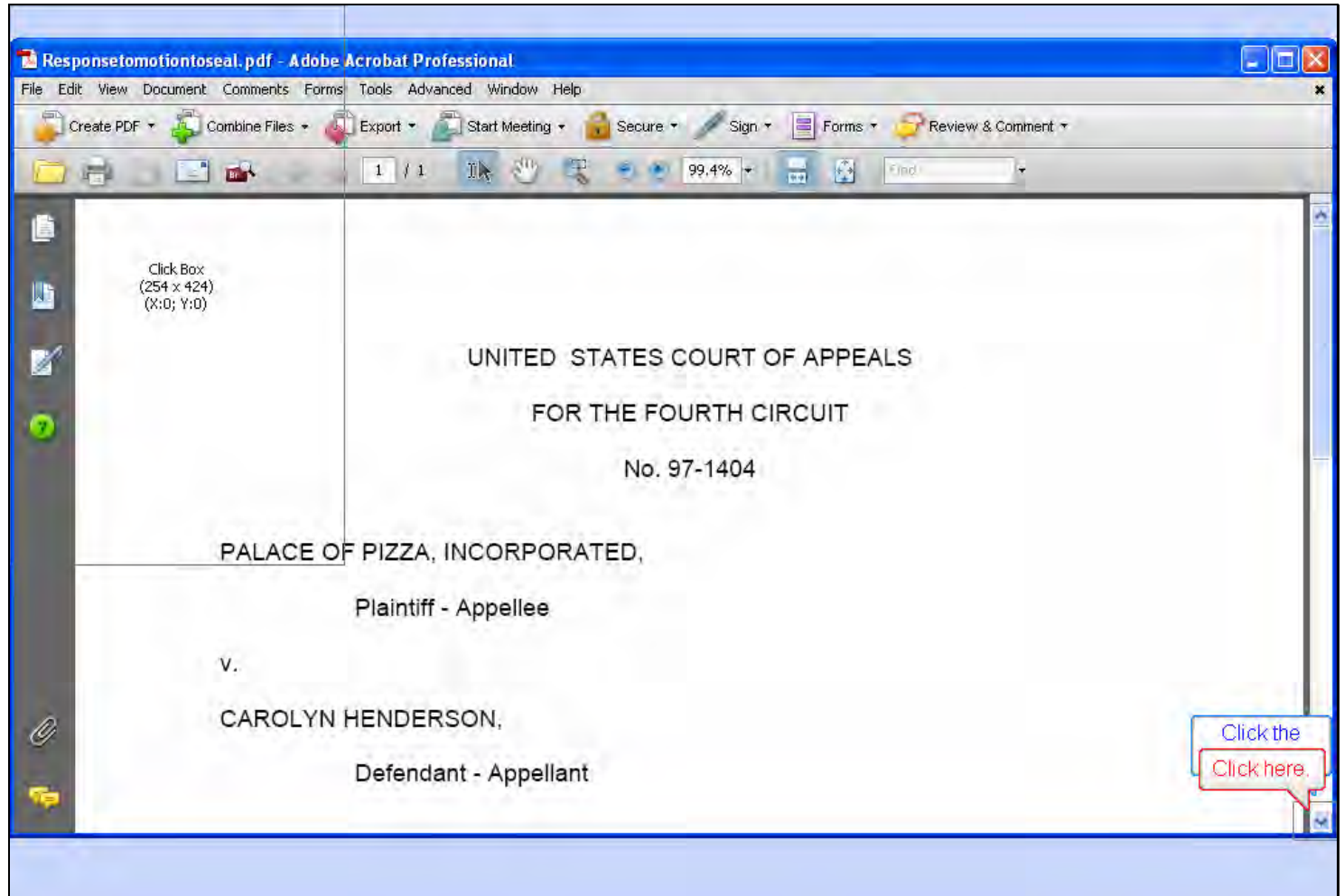
Slide notes

Adobe Acrobat opens the file and shows you its contents. Click the down arrow in the scroll bar to move down to the bottom of the file.

Slide 19 - Slide 19
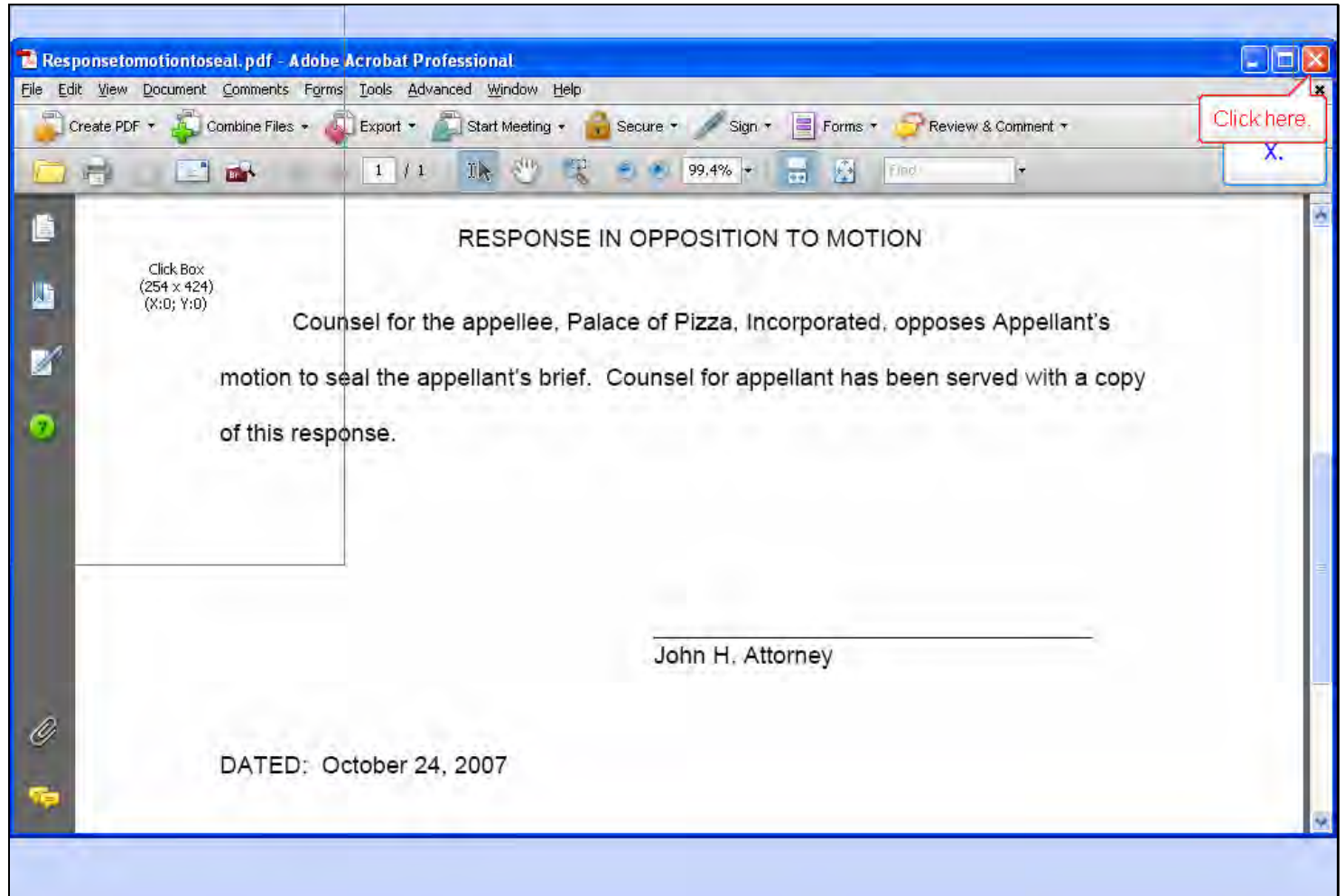
Slide notes

Since this is the correct file, close the Acrobat window by clicking its close button.

Slide 20 - Slide 20

Slide notes

Now click the Open button.

Slide 21 - Slide 21

Slide notes

CM/ECF fills in the document path and filename. If you had additional documents to file with the motion, you would click the Add Another button and repeat the process.

Now click the down arrow in the scroll bar to scroll down.

Slide 22 - Select Related Entries

Slide notes

The next step in filing the response is to select which previously filed document we are responding to. As the note in blue text says, if the response was requested by a notice, we would choose both the notice and any related motion.

The process will be to click on the prior docket entry or entries, then click the Add button to add them to the list of Selected Entries. In this case, there was a notice issued requesting our response to the appellant's motion to seal. So we will select them both. First, click the entry for NOTICE ISSUED filed on 10/24/2007.

Slide 23 - Slide 23

Slide notes

Now that the notice is highlighted, click the entry for the Motion filed by the appellant on 10/24/2007.

Slide 24 - Slide 24

Slide notes

With both entries highlighted, now click the Add button.

Slide 25 - Slide 25

Slide notes

CM/ECF adds the two entries to the list of Selected Entries. The buttons to the right of the Selected Entries box are for rearranging or removing the entries we have added. The reason for rearranging the entries is that the docket text for our response will list the related entries in the order they are listed here. For example, if you want the docket text to refer to the motion first, then the notice, the entries here should be reversed. To do that, click the selected entry for the motion.

Slide 26 - Slide 26

Slide notes

Now with the motion highlighted, click the Up button.

Slide 27 - Slide 27

Slide notes

CM/ECF has now reversed the order of the two selected entries.

Now click the down arrow in the scroll bar to move down.

Slide 28 - Slide 28

Slide notes

Now click the Continue button.

Slide 29 - Slide 29

Slide notes

(Note: This is a transition slide.)

Slide 30 - Docket Text

Slide notes

And here is the docket text that CM/ECF is building based on our inputs so far. You should read the text carefully. If you see anything that is incorrect, you should click the Back button and back up to correct the error. We'll assume everything looks correct, so click the Continue button.

Slide 31 - Submit Transaction

Slide notes

This is the point of no return. Read the text carefully to make sure all the information is correct. After you click the Submit button, you will have no further chance to back up and change anything.

We'll assume everything is correct, so click the Submit button.

Slide 32 - Slide 32

Slide notes

(Note: This is a transition slide.)

Slide 33 - Slide 33

Slide notes

When the CM/ECF server receives your transaction, you'll receive this confirmation. Click the OK button.

Slide 34 - Slide 34

Slide notes

(Note: This is a transition slide.)

Slide 35 - NDA

Slide notes

CM/ECF sends you a Notice of Docket Activity, or NDA. It's a good practice to save a copy of this notice. To do so, click File in your browser's menu.

Slide 36 - Slide 36

Slide notes

(Note: This is a transition slide.)

Slide 37 - Slide 37

Slide notes

Now click Save As ... .

Slide 38 - Slide 38

Slide notes

Make note of the folder in which your NDA will be saved. You can change the location if desired, and you can change the file name also if desired. We'll leave the location and file name as they are. Click the Save button.

Slide 39 - Slide 39

Slide notes

Remember the case number in this NDA is a hyperlink to the docket report for this case, and the word Document(s) is a hyperlink to the file you just submitted. Also remember that the bottom of the report indicates who is noticed by E-mail and who would need to be noticed by regular mail.

For now, close the NDA by clicking its X.

Slide 40 - Slide 40

Slide notes

And we're back to the Event Selection screen. If you had another document to file in this case, you could do so. Or you could enter a different case number to file a document in a different case.

We'll assume you're done for this lesson.

Slide 41 - Summary

Slide notes

This completes the lesson module. In summary, these are the things you should now be able to do.

You may exit the lesson by selecting Exit the Lesson from the menu, or you may use the navigation controls to return to any desired section of the lesson module.

Slide 42 - Exit
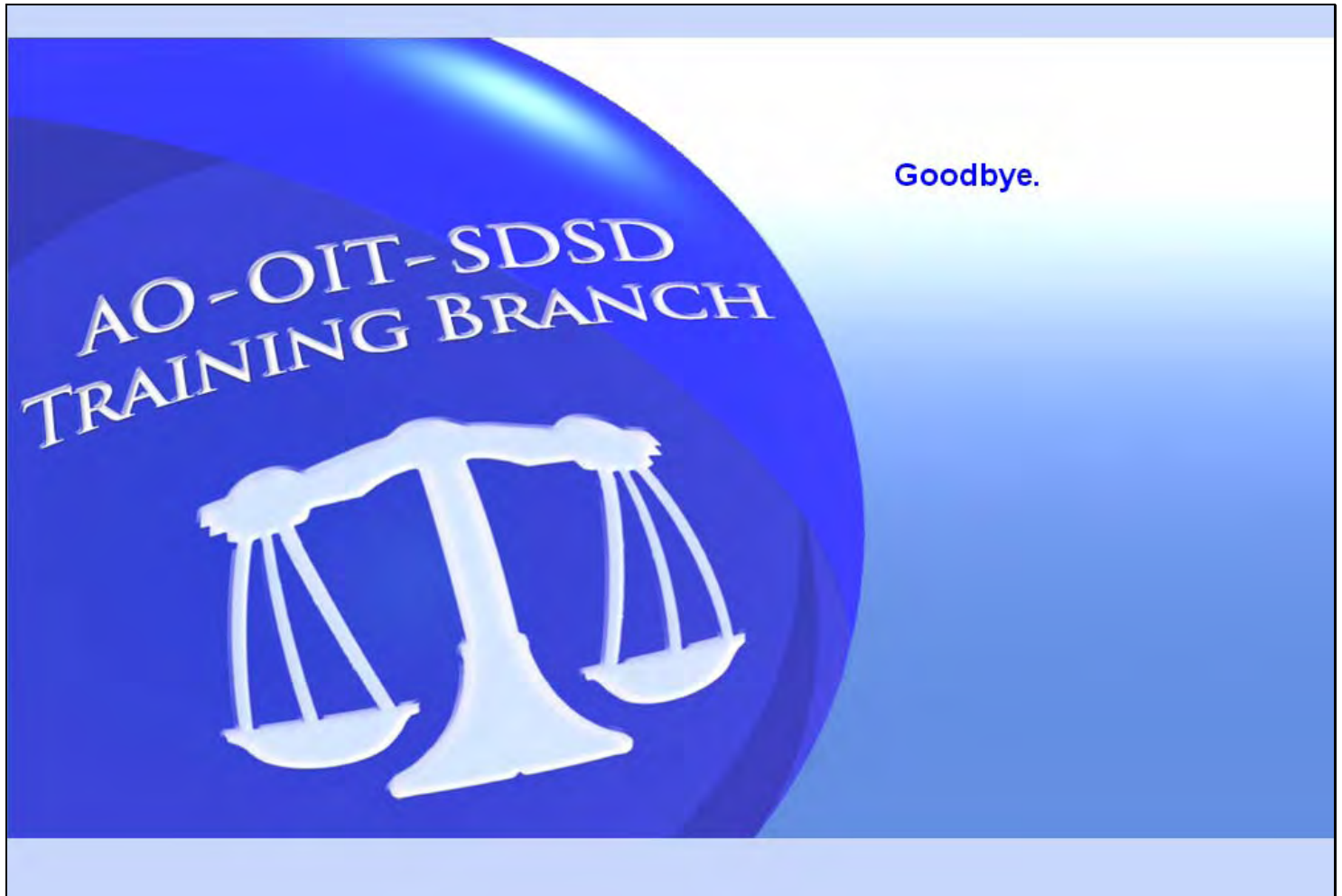
Slide notes

Thanks for taking this lesson. Goodbye.

Slide 1 - Welcome

Slide notes

Welcome to the lesson on filing a Notice of Paper Filing.

Slide 2 - Navigation

Slide notes

This screen tells you how to navigate through this lesson and describes some of the other features of the screens. When you're ready to begin, click the Start button.

Slide 3 - Objectives

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete the module. Click Continue.

Slide 4 - Event Selection

Slide notes

We will assume you have filed an appendix to your brief in paper form. Now you are going to make an entry on the docket to give electronic notice of the paper filing. You've already logged in to CM/ECF, selected Docketing, and entered your case number. For details on how to do those steps, see the lesson module on Filing an Appearance of Counsel.

You're now ready to select the appropriate event. This takes two steps. First, you would select the Event Category in the left pane, then you would select the specific event in the right pane. In this case, the category in the left pane is Other, Sealed & Paper Filings. Click the radio button for that category.

Slide 5 - Slide 5

Slide notes

Now the right pane shows all the events in that selected category. In order to find the specific event for the notice, we need to scroll down. Click the down arrow in the scroll bar.

Slide 6 - Slide 6

Slide notes

We can now see the event Notice of paper filing. Click the radio button for that event.

Slide 7 - Slide 7

Slide notes

With the correct category and event selected, click the down arrow in the scroll bar to move down.

Slide 8 - Slide 8

Slide notes

Now click the Docket Event button.

Slide 9 - Slide 9

Slide notes

(Note: This is a transition slide.)

Slide 10 - Select Party Filer

Slide notes

Now we need to select the party filer. Since you're representing the Appellant in this case, click the check box for Carolyn Henderson.

Slide 11 - Service Information

Slide notes

Now we need to identify the date and method of service. In the Service Date field, type 10/23/2007, then click the US Mail check box.

Slide 12 - Browse for PDF

Slide notes

We are now ready to find the PDF file that is our notice. To find it, click the Browse button.
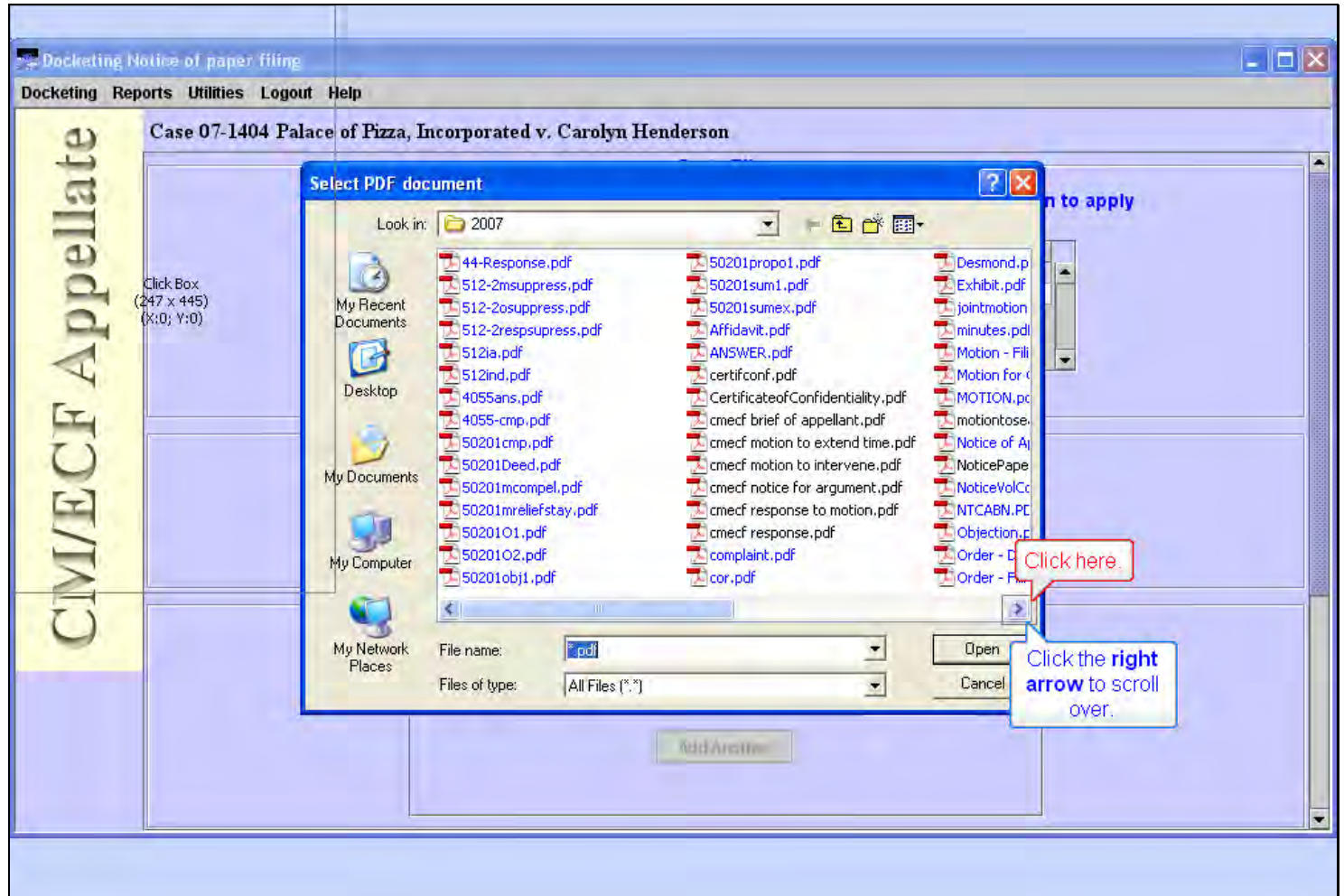
Slide 13 - Slide 13

Slide notes

A Select PDF document dialog box pops up. By the way, for information about how to find files on your computer, see the lesson module on Windows Navigation.

We are already in the correct folder where our PDF files are stored, but the one that is our notice is not visible at the moment. Since the files are listed in alphabetical order, click the right arrow in the scroll bar to move over to the right.
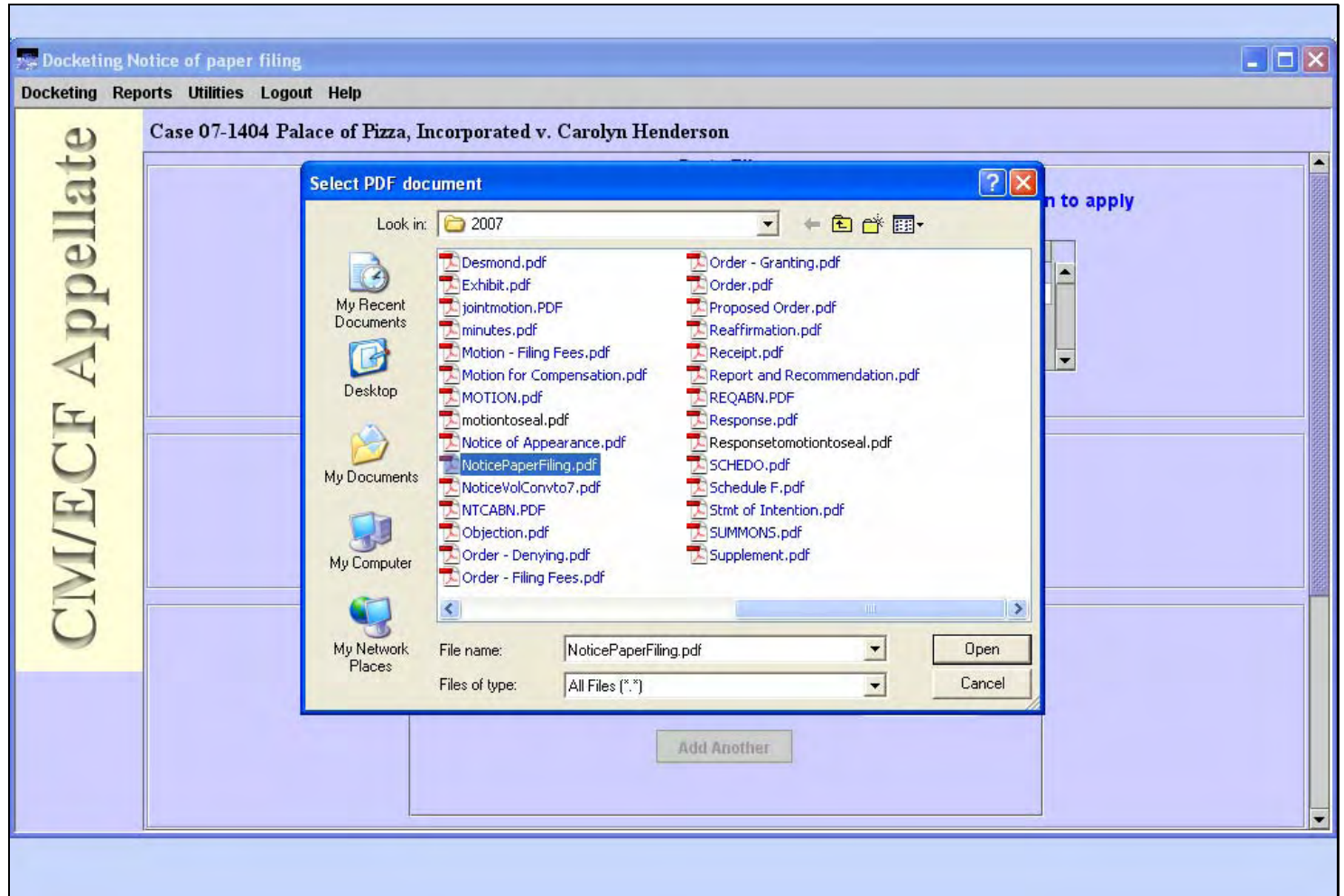
Slide 14 - Slide 14
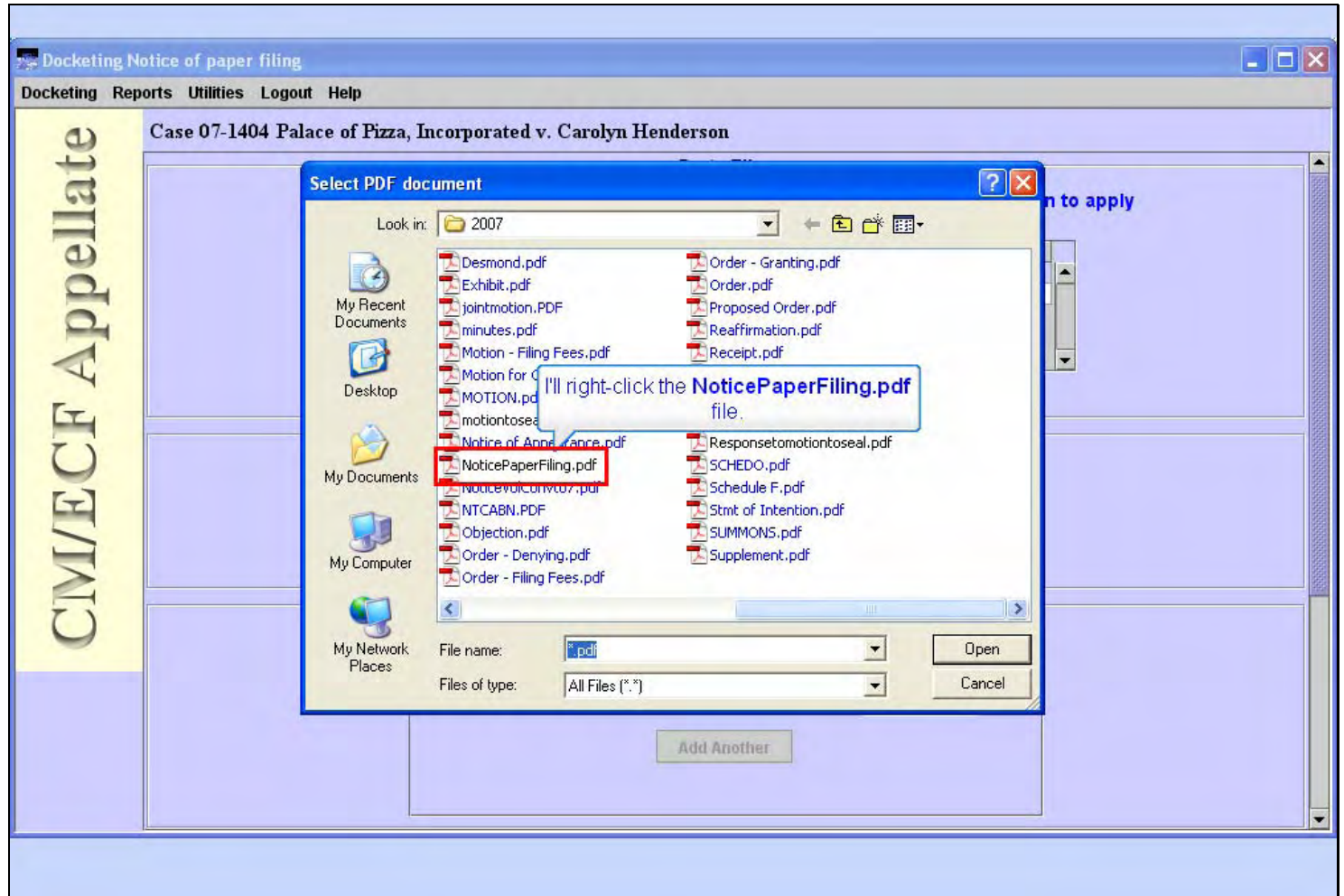
Slide notes

And now we can see our file, named NoticePaperFiling.pdf.

It's a good practice to take a quick look at this file to be sure it's the correct one before you submit it to the court. In order to do that, you would right-click the file name. The right-click causes your browser to pop up a menu. Watch your screen and I'll do the right-click for you.
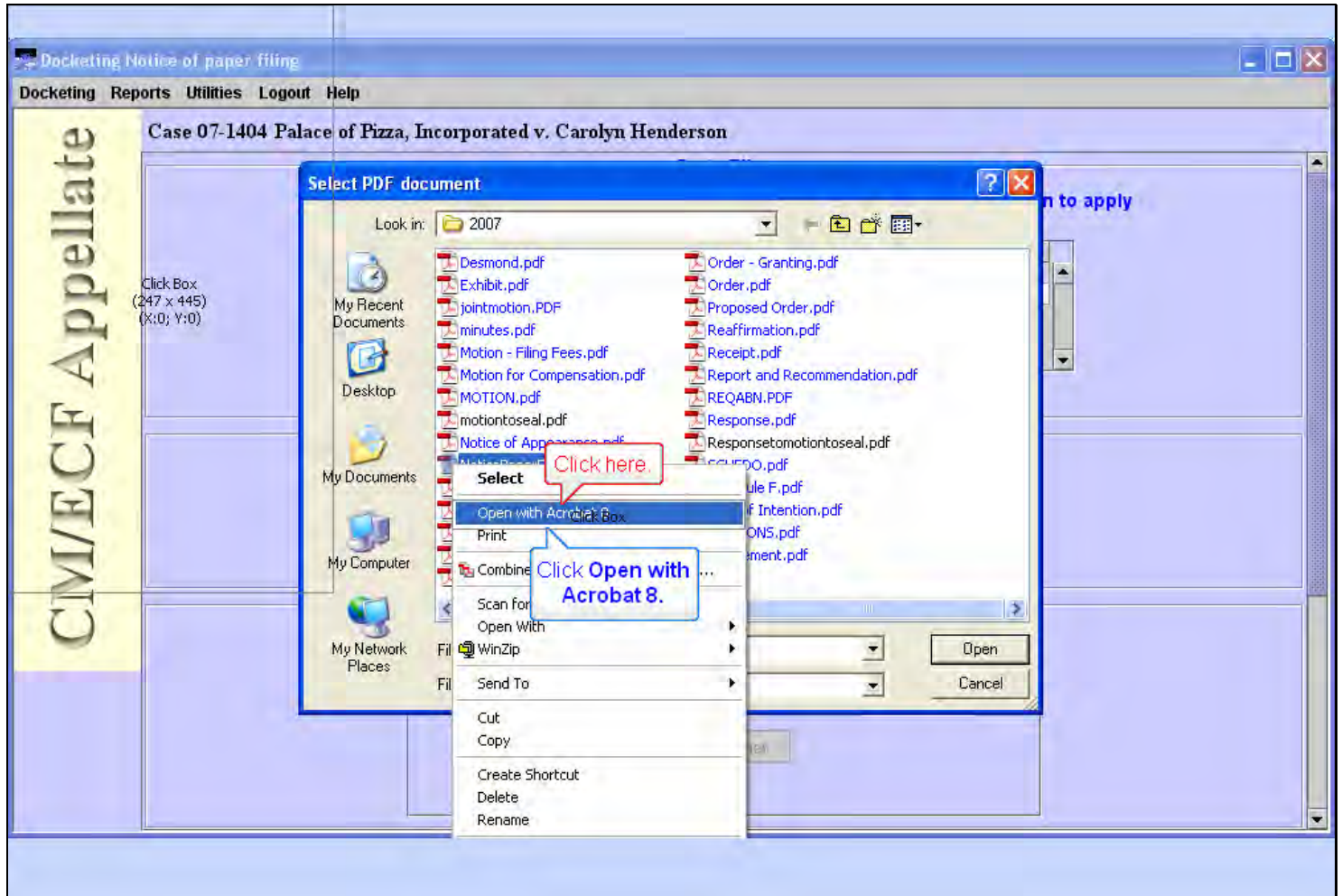
Slide 15 - Slide 15
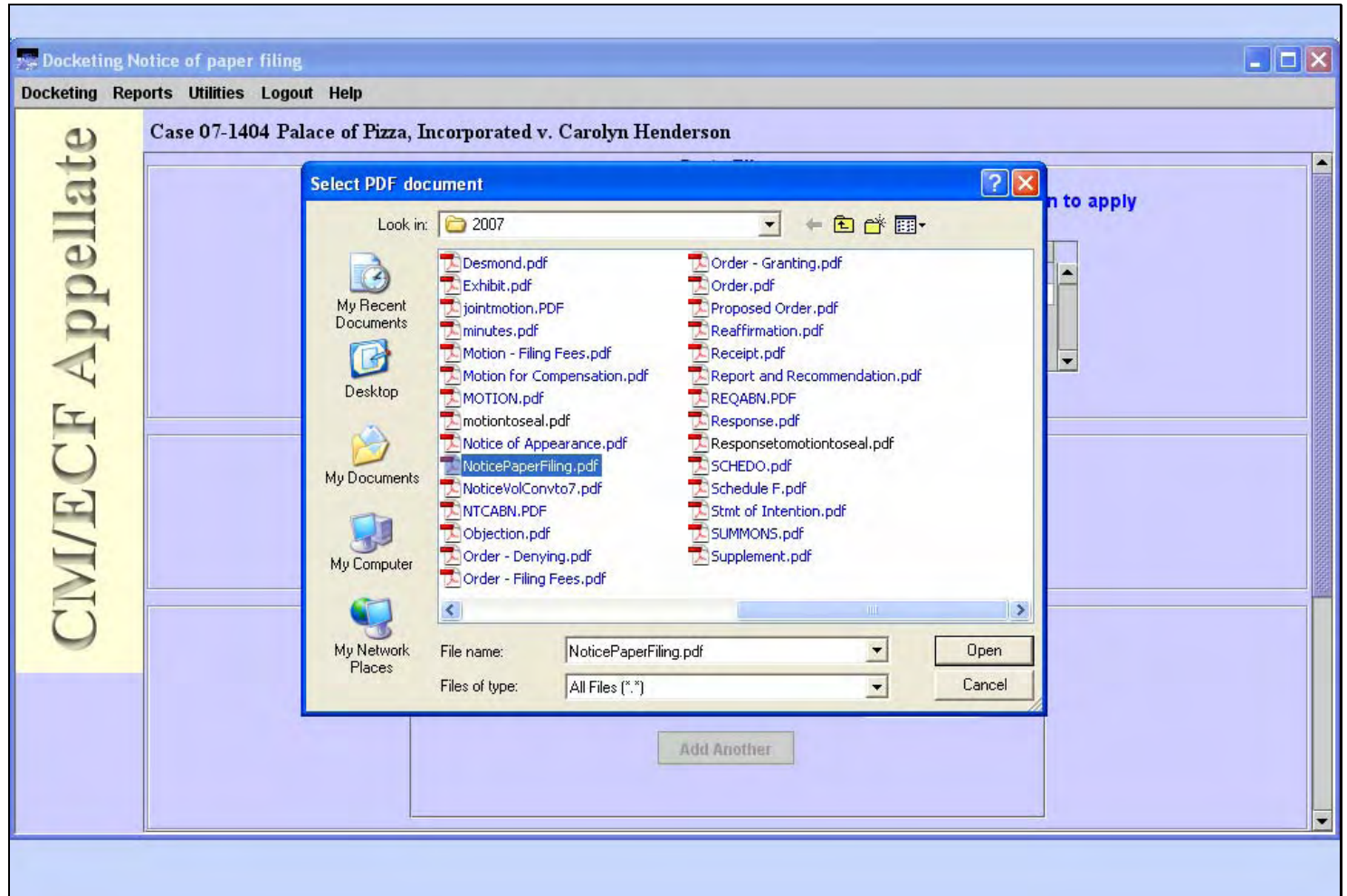

Slide notes

(Note: This is a transition slide.)

Slide 16 - Slide 16

Slide notes

Now from the pop-up menu, click on Open with Acrobat 8.

Slide 17 - Slide 17

Slide notes

(Note: This is a transition slide.)

Slide 18 - Slide 18

Slide notes

Adobe Acrobat shows you the contents of the file. Since this is the correct file, close the Acrobat window by clicking its close button.

Slide 19 - Slide 19

Slide notes

Now click the Open button.

Slide 20 - Slide 20

Slide notes

CM/ECF fills in the document path and filename. Now click the down arrow in the scroll bar to scroll down.

Slide 21 - Additional Information

Slide notes

Remember to read the instructional text in blue on these screens.

There is some additional information we need to add here about what we filed in paper form. First, click the down arrow in the drop-down list.

Slide 22 - Slide 22

Slide notes

From this drop-down list, click Appendix.

Slide 23 - Slide 23

Slide notes

If you needed to add any additional information about your notice, you could do so here. We'll leave it blank in this lesson.

For now, click the Continue button.

Slide 24 - Slide 24

Slide notes

(Note: This is a transition slide.)

Slide 25 - Docket Text

Slide notes

CM/ECF is creating docket text based on our selections and entries thus far. You should read the text carefully. If you see anything that is incorrect, you should click the Back button and back up to correct the error. We'll assume everything looks correct, so click the Continue button.

Slide 26 - Submit the Transaction

Slide notes

This is the point of no return. Read the text carefully to make sure all the information is correct. After you click the Submit button, you will have no further chance to back up and change anything.

We'll assume everything is correct, so click the Submit button.

Slide 27 - Slide 27

Slide notes

(Note: This is a transition slide.)

Slide 28 - Slide 28

Slide notes

When the CM/ECF server receives your transaction, you'll receive this confirmation. Click the OK button.

Slide 29 - Slide 29

Slide notes

(Note: This is a transition slide.)

Slide 30 - Slide 30

Slide notes

And we're back to the Event Selection screen. If you had another document to file in this case, you could do so. Or you could enter a different case number to file a document in a different case.

We'll assume you're done for this lesson.

Slide 31 - Summary

Slide notes

This concludes the lesson module. In summary, these are the things you should now be able to do. You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide 32 - Exit

Slide notes

Thanks for taking the lesson. Goodbye.